U.S. ARMY CORPS OF ENGINEERS

COMBINED COMMODITIES SOP

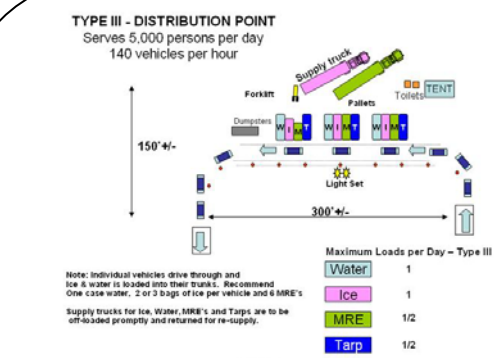
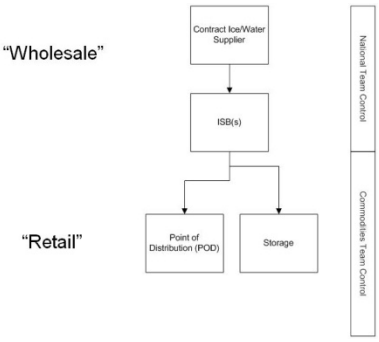


Figure 7



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Updated 2012-03-30

Commodities Mission SOP

1. **Purpose.** This Standard Operating Procedure (SOP) details procedural guidance on how to perform the Combined Commodities Distribution Mission. It is broken down into the four phases of disaster operations (Preparedness, Activation, Execution, and Mission Transition/Closeout). These phases are defined below:

Preparedness Phase: USACE performs the following actions:

i) Conducts post mission After Action Reviews (AAR) in coordination with FEMA and state agencies
ii) Trains and exercises USACE teams
iii) Revises and writes doctrine and procedures to execute the missions
iv) Revises and renews Advanced Contract Initiative (ACI)
v) Makes necessary changes to PRT composition

Activation Phase: USACE teams are alerted and then deploy to plan and initiate mission execution. The teams deploy to serve in FEMA and USACE organizations at FEMA and USACE Operational Centers. Decisions at the state Emergency Operations Center (EOC) and Joint Field Office (JFO) are made using the Unified Command concept, a concept where the decisions are collaborative among the State and Federal Coordinating Officers (SCO and FCO).

Execution Phase: USACE uses the ESF #3 Management Team to scope, receive, coordinate and transmit MAs and taskers against MAs to the Supported Division, and the responding organization, including the PRTs Mission Manager (MM). The PRTs and other support teams plan, execute, and report on all missions. Mission data and reports are maintained in ENGLink.

Mission Transition/Closeout Phase: USACE plans the release of the ESF #3 Management Team, PRTs and other support teams to home station, as well as the transition of the missions to members of the Supported Division and responding organization. There may be members from outside the division assisting in mission execution. As the mission approaches completion, i.e. physical close out, preparation for fiscal close out is started. Fiscal closeout is the last function to be performed.

2. **Applicability/Responsibility.**

a. Process Owner: Southwestern Division (CESWD)

b. Subject Matter Experts (SMEs)

c. Planning and Response Teams (PRTs):

CELRE Detroit District

CEMVR	Rock Island District
CENAO	Norfolk District
CENWS	Seattle District
CESAW	Wilmington District
CESPN	San Francisco
CESWG	Galveston District

d. Customers. Federal Emergency Management Agency, States, US Territories, Tribal Nations, Local Entities, Volunteer Organizations, and private sector.

3. **Intergovernmental Team.** FEMA, States, U.S. Forestry Service, DOT, DOD, various other Emergency Support Functions (ESF), tribal and other sovereign entities, U.S. Territories, and private industry.

4. **Staffing and Other Resource Requirements.**

a. Mission PRT Composition and

Action Officer (AO)
Mission Manager (MM)
Mission Specialist (MS)
Administrative Specialist (Admin)
Mission Liaison (ML)
Commodities Site Manager (CSM)
Commodities Data Specialist (CDS)
Quality Assurance Supervisor (QAS)
Quality Assurance Representative (QA)

b. Associated non-PRT members

Lead Commodities Subject Mater Expert (SME)

Commodities Subject Mater Expert (SME)

c. Description of Duties.

- **Lead Commodities Subject Matter Expert** (SME) - The lead Commodities SME occupies a full time position as USACE Program Manager for Commodities PRTs.

  Responsibility. During Preparedness Phase, the Lead SME updates SOP, coordinates with FEMA, States and other agencies, plans and develops Combined Response Mission Exercise, reviews/approves and submits requests for Level 1 and 2 PRT training, tracks PRT readiness. During Activation Phase, the lead SME will begin holding Commodities PRT

coordination calls, submits requests from activated PRTs for additional laptop admin rights, and coordinates deployment of SMEs with responding division.

- **Commodities Subject Matter Expert** (SME) – A SME has several years of experience and is knowledgeable in all aspects of the commodity distribution missions, to include Point of Distribution (POD) operations and management. The SME may be deployed to support the Commodities Mission where ever there is an identified need or as directed by HQ USACE. An SME should be deployed with all but extremely experienced teams.

  Responsibility. During Preparedness Phase, the SME assists in writing Mission SOP, develops and conducts training material/exercises and participates in inter-agency workshops and meetings as required. During Activation Phase, the Southwestern Division will inform SMEs of potential activation and will inquire of SMEs deployment availability. The SMEs will notify the Southwestern Division of deployment availability/status. During Mission Execution Phase the SME serves as a technical advisor and provides guidance on water/ice contracts and mission execution. Works with the PRT to resolve issues, evaluates PRT performance and provides feedback to Southwestern Division.

- **Commodities Action Officer** (AO) – The Commodities Action Officer works in the State EOC/IOF/JFO and reports to the ESF #3 Team Leader. Commodities AO will be responsible for one State.

  Responsibility. During Preparedness Phase Serves as PRT team leader to coordinate administration, training, and preparation to deploy to an event. During Activation Phase, notifies the team members of deployment dates and locations. Requirements for overall operations (team size) should be anticipated by the typed Mission Assignment (type 1, 2, or 3) FEMA has chosen to issue for the particular event. During Execution Phase, continues to coordinate administration for the deployed team. Serves on the ESF #3 Management Team as an ESF #3 TL's staff member to interface with FEMA, State and other agency counterparts to develop/coordinate new and ongoing mission requirements. Develops mission taskers based on FEMA's direction and transmits these taskers to the Commodities Mission Manager, Mission Liaison at Supported District, the National Action Officers and the National Mission Managers. Provides technical assistance and strategic planning to the State. During Mission Transition and Closeout Phase coordinates team's release from FEMA and responding organization and ensures all mission files at the JFO are organized and provided to the ESF #3 ATL.

- **Commodities Mission Manager** (MM) – The Commodities Mission Manager typically works at the Staging Area (SA), but may work out of the supported District or RFO designated to support the Commodities mission.

Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, works with Action Officer to ensure appropriate team members are selected, and ensures team is deployed to appropriate locations. During Execution and Mission Transition and Closeout Phases, serves as the project manager for the mission. Primary function is mission execution, however, provides information to National MM and the team's liaison to the Supported District. Manages team members supporting the Commodities mission.

- **Commodities Mission Specialist** (MS) – The Commodities Mission Specialist works for the Commodities MM at the SA, supported District or RFO designated to support the Commodities mission.

  Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, performs duties as tasked by Commodities MM. During Execution and Mission Transition and Closeout Phases, serves as the mission data administrator. Supports National MM in developing information and pay estimate documentation to track contractor earnings and for use in closeout effort. Primary function is mission execution, however, supports Commodities MM in providing information to National MM and the Mission Liaison.

- **Administrative Specialist** (Admin) – The Administrative Specialist works for the Commodities MM at the SA, supported District or RFO designated to support the Commodities mission. Experience has shown that you will need one Admin for every 20 people on the team.

  Responsibility. During Preparedness Phase, becomes familiar with HQ mandated emergency operations response timesheets and timekeeping policies. During Activation Phase, begins searching to identify lodging in the projected response area. Gathers pertinent timekeeping information from team members to include timekeepers name, phone number, normal work schedule, EOC fax number, supervisor information, personal emergency information, and cell phone number. During Execution and Mission Transition and Closeout Phases, maintains time and attendance records, submits same to EOC/RFO, and locates lodging as required for incoming additional personnel

- **Mission Liaison** (ML) – The Commodities Mission Liaison works for the Commodities MM at the supported District or RFO designated to support the Commodities mission.

  Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, performs duties as tasked by Commodities MM. During Mission Execution phase, primary function is keeping supported

district informed on mission execution.

- **Commodities Site Manager** (CSM) **–** The Commodities Site Manager(s) works for the Commodities MM, at the SA/RSA designated to support the Commodities mission.

  Responsibility. During Preparedness Phase, attends training as required. During Activation Phase and Mission Execution phase performs duties as tasked by Commodities MM. Responsible for managing commodities SA/RSA QAs , providing "just in time" training (includes safety brief) to SA/RSA QAs and providing commodities data to the Commodities Data Specialist.

- **Commodities Data Specialist** (CDS) – The Commodities Data Specialist works for the CSM.

  Responsibility. During Preparedness Phase, attends training as required. During Activation Phase performs duties as tasked by Commodities MM. During Mission Execution phase, deploys to SA/RSA and performs duties as tasked by the CSM. Responsible for coordination with commodities SA/RSA QAs and providing commodities data to the Commodities MM.

- **Commodities Quality Assurance Supervisor** (QAS) – The Commodities Quality Assurance Supervisor works for the Commodities MM.

  Responsibility. During Preparedness Phase, attends training as required. During Activation Phase performs duties as tasked by Commodities MM. Responsible for managing commodities Points of Distribution (POD) QAs, providing "just in time" training (includes safety brief) to POD QAs and providing POD commodities data to the MM.

- **Commodities Quality Assurance representative** (QA) – The Commodities Quality Assurance representative works for the CSM if stationed at SA/RSA or works for the Commodities QAS if working PODs.

  Responsibility. During Activation Phase receives tasker and deploys. During Mission Execution phase, deploys to SA/RSA and performs duties as tasked by the CSM or QAS. Will receive "just in time" training from CSM or QAS. Responsible for collecting required paperwork at SA(s)/RSA(s)/POD(s), verifying deliveries, counting inventory, processing shipments of commodities, tracking trailers, and providing commodities data to the CSM.

5. **Planning Considerations.**

- Typed Commodities Mission Assignments now require different levels of manning and hours of operation.
- Action Officer will attempt to reach agreement with FEMA Log on duty requirements for the Commodities PRT.
- Identification/Management/Capacity of SA.
- Personnel and Equipment Requirements at SA, RSA and PODs.
- Training of appropriate personnel in the receiving and accountability process of all commodities (USACE, FEMA, State and donated).
- Deployed Commodities PRT is responsible for mission execution from inception to physical mission close-out.
- Commodities PRT members are typically deployed on a 45-day rotation. The Commodities team is responsible for coordinating the rotation of team members. Rotation of team members should be staggered to insure continuity. Overlap of key team members during rotation should be 2-3 days.

6. **Procedures** (Actions by USACE, FEMA, State/Tribal, Locals, and Industry)

a. Preparedness

HQUOC:

(1) Maintains PRT rotational assignments in ENGLink .
(2) Monitors PRT readiness, conducts weekly update at the UOC brief, and ensures timely resolution of deficiencies with Lead Division.
(3) Provides funding for PRT training in coordination with the Readiness Support Center.

Commodities Lead Division (SWD):

(1) Provides leadership and mentoring to the designated Commodities PRT districts.
(2) Advises Lead Division Commander and Senior Staff on PRT concept and weekly on PRT readiness status.
(3) Advises Commodities PRT Parent Division of any readiness deficiencies.
(4) Serve as proponent for PRT training curriculum, in coordination with the Readiness Support Center.
(5) Ensure PRTs have been adequately trained and equipped for deployment.
(6) Develop and maintain Commodities Mission SOPs.
(7) Develop and maintain a list of Commodities PRT Subject Matter Experts (SME).
(8) Conduct quarterly teleconferences with all Commodities PRTs.

(9) Compile lessons learned from each event and share with other teams.
(10) Develop and maintain Commodities Mission Doctrine Guide.
(11) Establish the Commodities PRT composition.

Commodities PRT District Emergency Manager:

(1) Select personnel and maintain team staffing, with alternates. Ensure that all team members complete the Statement of Understanding Form shown in the Appendix (and available in ENGLink) including signature of their supervisors, and the District Commander. Ensure all team members have appropriate shots, travel cards, and medical screening with a Clearance Code D or DFC.
(2) Maintain current list and status of team members in ENGLink .
(3) Maintain team deployment data.
(4) Provide team equipment, supplies, and personal protective equipment (PPE).
(5) Ensure team members attend initial and refresher PRT training, and that train-the-trainer programs are conducted for alternate team members.
(6) Keep team informed on pending response deployments and status.
(7) Prepares and submits funding requests to support above requirements. Training and exercise funding requests shall be submitted to lead Commodities SME at SWD. Personnel support and equipment funding requests shall be submitted to parent division.
(8) Prepares and submits requests for computer admin rights to lead Commodities SME at SWD (AO, MM, CSM only).
(9) Coordinate for support as required by District staff:
    - Resource Management
    - P2, CEFMS and ENGLink
    - Travel support
    - QA personnel support
    - Safety/Security

PRT Members:

(1) Complete Statement of Understanding Form, including the signature of their supervisor and District Commander, every two years!
(2) Maintain Personnel Data Sheet (PDS) in ENGLink .
(3) Complete Medical Screening in ENGLink to include current immunizations, update every two years.
(4) Possess current and activated travel card.
(5) Attend initial and refresher PRT training/certification.

(6) Team members should be familiar with the National Water/Ice Commodities Mission Doctrine Guide, ACI Water Contract, ACI Ice Contract, and ENGLink.

b. Activation

FEMA NRCC:

Activates the National Ice and Water PRTs.

FEMA RRCC:

(1) Issues Mission Assignments to include funding to supported Division for the Commodities PRT deployment.
(2) Contained within the MA is the task order to supported Division for deployment/activation of a typed Commodities PRT. The scope of the mission will be defined on the MA. Please note there are now at least 3 team configurations that FEMA may choose to deploy.
(3) Identifies deployment locations, State EOC, Initial Operating Facility (IOF), Joint Field Office (JFO), SAs and POC information (including phone numbers).

HQ UOC:

(1) Coordinates with Supported Division on which Commodities PRT to be activated.
(2) Develops event specific contingency plan that identifies ESF#3 personnel, PRTs, and location assignments.

Commodities Lead Division (SWD)/Lead SME:

(1) Maintain awareness of the disaster situation and assist in the determination of resources required to accomplish the Commodities missions.

Impacted/Supported Division/District:

(1) Provide a copy of the Mission Assignment to the EOC of the deploying PRT.
(2) Resource taskers for additional personnel, if requested by Commodities PRT MM.
(3) Issue MIPR(s) to support deployment of PRT.
(4) Issuer taskers to support deployment of the PRT.

Deploying Commodities PRT District EM:

(1) Upon notification from RRCC/supported Division through ENGLink of Commodities PRT deployment, coordinate with AO to select appropriate team composition and notify team members of deployment status.
(2) Review copy of MA from supported Division/District and determine if there is a need to request supported district to issue taskers for additional personnel. Coordinate with MM.
(3) Receive MIPR from supported Division/District.
(4) Develop labor codes and travel orders for Commodities PRT members (once placed on alert, teams are required to deploy within six hours of notification regardless of whether funding has been received from supported District).
(5) Coordinate deployment details to include equipment (see equipment Appendix W), travel orders, deployment location, points-of-contact, transportation requirements, and lodging for the Commodities PRT.
(6) Notify National Ice & Water teams of deployment schedule, location and POC cell phones.

Deploying Commodities PRT:

(1) Prior to deployment, members of the Commodities PRT should perform the following activities:

Action Officer
See Appendix F for AO Field Operating Guide

Mission Manager
See Appendix G for MM Field Operating Guide

Mission Liaison, Commodities Site Manager, Commodities Data Specialist, Commodities QA Supervisor and Commodities QA
Deploy with equipment shown in Appendix W for these positions.

(2) Upon arrival at the deployment site, the Commodities AO, MM and CSM should perform the following activities:

Commodities Action Officer
See Appendix F for AO Field Operating Guide

Commodities Mission Manager
See Appendix G for MM Field Operating Guide

Commodities Site Manager

(1) Establish contact with the National Water/Ice Site Manager to coordinate available office space, equipment and workload. (Or FEMA SA Manager if no National PRT presence to coordinate available office space, equipment and area for staging pre-positioned commodities.)
(2) Establish communications with Commodities Mission Manager and provide a description of delivery site including address and accurate directions (if not physically located together)
(3) Coordinate with and direct Commodities Data Specialist and Staging Area QAs.

c. Execution

NRCC:

(1) National Ice & Water AOs will conduct daily conference calls with appropriate team members, (Commodities AOs & MMs as a minimum).
(2) Normally utilize USACE Disaster Impact Models for pre-positioning of 72 hours of commodities supply requirements.
(3) Logistics Management Directorate (LMD) coordinates with RRCC/JFO to identify State Commodities requirements for comparison with the models.

RRCC:

ESF #3 Team Leader

(1) Coordinate with Logistics/Ops Chief on the issuance of State mission assignments (to include commodities MA) and funding levels (Typed PRT).
(2) Coordinate with ESF #3 TL at NRCC and ESF #3 TL at State EOC/IMAT/IOF/JFO to provide mission status as requested by FEMA at the RRCC.

State EOC/IMAT/IOF/JFO:

Commodities Action Officer
See Appendix F for AO Field Operating Guide

Staging Area or Forward Location Determined During Disaster:

Commodities Mission Manager
See Appendix G for MM Field Operating Guide

Commodities Mission Specialist

(1) Assists the MM in all of the MM duties listed above and performs the role of the MM in the absence of the MM.
(2) Tracks water/ice delivery, inventory and movement information from CSMs.

Mission Liaison

(1) Acts as liaison between the Commodities PRT and the supported District. Tracks water/ice delivery, inventory and movement information from CSMs.
(2) Briefs District Management on Mission execution.
(3) Coordinates with District EOC for additional personnel taskers, Tour of Duty (TOD) letters, and status/accountability of team members.

Staging Area/RSA :

Commodities Site Manager

If a National Site Manager (NSM) is located at the SA the Commodities Site Manager function shall be to serve as a liaison for the NSM to the Commodities MM.

(1) The CSM shall get the inventory numbers from the NSM to report to the Commodities MM.
(2) The CSM shall work with the NSM for execution of distribution taskers.

If there is no NSM at the SA, then the CSM is responsible for the following:

(1) The CSM shall report the inventory numbers to the Commodities MM and to the National team.
(2) The Commodities CSM is responsible for supervision and “just in time” training (includes safety brief) of Commodities QAs working at their site.
(3) Functions as Team Liaison with FEMA Staging Area manager. Coordinate with FEMA for specific Staging Area requirements or restrictions (security, etc.).
(4) Responsible for accuracy of information on water/ice; inventories within the Staging Area (may include USACE ACI purchased, FEMA owned from storage, State, donated, and); executed shipments from the Staging Area; and deliveries into the Staging Area.
(5) Responsible for providing all scheduled reports and requested tracking information to the National Mission

Managers, Staging Area Manager(FEMA), and Commodities Mission Manager.

(6) The CSM shall coordinate as of reporting times with the FEMA staging area manager and National Mission Managers.

(7) Receives copies of taskers and contract delivery orders from the Commodities MM works with FEMA Staging Area Manager to execute shipments of water/ice.
   a. Directs movement of USACE commodities in coordination with FEMA
   b. Coordinate movement of non-USACE Water/Ice with FEMA and other support agencies

(8) Reports staging area capabilities to Commodities MM, to include approximate numbers of commodities trucks that can be parked (this must be coordinated with FEMA Staging Area Manager).

(9) Maintain proper accounting necessary for upward reporting and contractor payments.

(10) Provide SITREP input to Commodities MM.

(11) Collects and verifies accuracy of Delivery Information Sheets for transfer to the Commodities MM.

(12) Monitors contractor's performance and advises Commodities MM

(13) Responsible for supervision of Commodities Data Specialist and Commodities QAs at Staging Area.

(14) Reports any contract deficiencies to Commodities MM.

(15) Coordinates with Commodities MM to provide projected delivery information to other sites.

Commodities Data Specialist

(1) Reports to the Commodities Site Manager or Commodities MS.

(2) Responsible for receipt of delivery sheets from Staging Area/RSA/PODs QAs

(3) Responsible for the timely and accurate entry of pertinent data related to commodities deliveries and movements in ENGLink database and stand alone spreadsheet.

Commodities QA Supervisor

(1) Reports to the Commodities MM.

(2) The Commodities QA Supervisor is responsible for supervision and "just in time" training (includes safety brief) of their POD QAs.

(3) Collects and verifies accuracy (time, location, signatures, etc.) of Delivery Information Sheets (DIS) from the POD QAs for transfer to the CDS. If issues with collecting DIS arise, contacts LGL for assistance with resolution.
(4) Monitors contractor's performance and advises Commodities MM.
(5) Establishes contact with Local Government Liaisons (LGL) in supported counties in reference to the PODS. QAS needs to relay issues to the Mission Manager. The LGLs should be located in the county EOC. Commodities AO and/or Commodities MM will provide a list of the LGLs in the impacted counties.
(6) QAS should coordinate with LGL if communication is needed with County officials.
(7) Verifies PODs have adequate Material Handling Equipment (MHE), personnel, commodities, light plants, traffic cones, etc. to meet safety requirements. Assures resources are available for mission accomplishment in a safe manner.
(8) Collects initial POD equipment checklist from each POD QA and provides to appropriate LGL with copy furnished to Commodities MM. Updates as critical equipment deficiencies arise or are resolved.
(9) Collects POD truck log upon closure of the POD and submits to Commodities MM.
(10) On a daily basis, gathers numbers on deliveries, distribution, on-hand inventory, and if known, the order for tomorrow from each POD for submittal to Commodities MM with an as-of time determined by the Commodities MM.

Staging Area/RSA QA

(1) Reports to the CSM.
(2) Fills in delivery information sheets in coordination with ACI contract representatives on-site, and provides copy to Commodities Data Specialist for entry into spreadsheet or database.
(3) Confirm trailer seal is intact.

For water, Staging Area/RSA QA must break seal and conduct visual inspection to confirm commodities shipment matches Delivery Information Sheets information and meets contractual requirements to include packaging and expiration date of commodities. Report load discrepancies to CSM.

For ice, verify trailer seal is intact. If so, leave intact. If not conduct visual inspection to confirm commodities shipment matches Delivery Information

Sheets information and meets contractual requirements to include packaging and expiration date of commodities. Report load discrepancies to CSM.

(4) Receive, track, and report on FEMA owned, State, and donated water/ice. Responsible for accuracy of information on water/ice inventories (includes FEMA owned from storage, State, donated, and ACI purchased), deliveries, movement and storage.

(5) Monitors performance of contractor's on-site representative and advises CSM.

POD:

POD QA

(1) Reports to the QA Supervisor.

(2) Completes and collects copy of Delivery Information Sheets from truck drivers.

(3) Collects copy of Bill of Lading from truck drivers if possible.

(4) For trucks arriving with trailer seals intact, ensure POD Manager knows to confirm commodities shipment matches Delivery Information Sheets.

(5) When local officials request information on POD set-up and operation, relay request to QAS

(6) Commodities QA will perform visual inspection of Commodities shipments to include quantity, packaging and expiration date of Commodities. Report any discrepancies to QAS.

d. Mission Transition

- The Commodities PRT continues normal operations until such time as the operation becomes manageable by state agencies and/or FEMA. During that time, the Commodities PRT will organize its current mission documents and records and coordinate with the National Ice and National Water teams to transfer **all original Corps contract documents** (water/ice truck tickets, Bills of Lading, and spreadsheets) pertinent to their respective mission's financial close-out. The Commodities PRT will keep copies of all documents.
- The Commodities PRT will organize and provide all original mission documents and records (water/ice truck tickets, Bills of Lading, spreadsheets), with respect to **FEMA supplied commodities** (ice/water), to the appropriate Staging Area Manager to facilitate their mission's operation and/or close-out.
- The Commodities PRT Action Officer will provide an ESF#3 TL approved transition plan to FEMA (Infrastructure Branch Chief or Operations Section Chief) for approval. This plan shall include (but not be limited to) general

mission information, pre-declaration, post declaration mission assignments, current mission status, overall numbers of commodities and end state description (number of truckloads distributed, stored, and left on-hand), points of contact (local and national), disposition of documentation and a recommended schedule for the transition. This plan shall include a plan for transition at the Staging Area and that portion must be approved (and signed) by the Staging Area Manager. (See Appendix H)

e. Closeout

- The transition document shall become a closeout document only when all of the respective commodities (Corps and non-Corps) have been distributed, stored or otherwise disposed of, in the state for which you are responsible.

Commodities, Water, & Ice Fact Sheets

Electronic versions are attached and written versions follow.

Commodities Fact Sheet

Water Fact Sheet

Ice Fact Sheet

US Army Corps of Engineers®

COMMODITIES MISSION

FACT SHEET

Date: 2011-11-07

Mission Definition

Commodities refers to the support provided to FEMA Logistics and affected States for operations of tracking, reporting, requirements determination, and distribution of ice and water as life sustaining items to residents in the aftermath of a natural disaster or terrorist event.

USACE Concept of Operations

A successful commodities mission incorporates FEMA, State Agencies and the USACE Planning and Response Teams. Requirements for commodities are collected from each state and forwarded to the NRCC for a decision as to how the needs will be met, either through existing stocks, or through new procurement, which can be within the FEMA Region by FEMA Region Logistics, or national through the Corps of Engineers Ice & Water teams (primary), Defense Logistics Agency (DLA), General Services Administration or directly by FEMA. USACE assets National Ice, National Water and Commodities PRTs are employed when mission assigned and funded by FEMA. If national procurements through USACE are required there will be a mission assigned to USACE for water and/or ice and an additional commodities mission assigned for each affected state unless FEMA intends to cross load delivered water onto FEMA supplied trucks or FEMA has requested dropped rental trailers. Close coordination and partnership with FEMA, state and local governments, and other Federal agencies is essential. Lead divisions and districts are responsible for mission execution and close-out, but in the case of commodities, usually a Commodities Planning and Response Team (PRT) and a Subject Matter Expert (SME) will deploy and execute the mission until physical close-out. Fiscal closeout is transitioned to the lead division / district office. A summary of key, commodities mission execution elements is provided in the following discussion.

a. FEMA Mission Assignment. FEMA and USACE have reached agreement on typed pre-scripted mission assignments for both pre and post declaration conditions. Pre-declaration mission assignments for Commodities are classified as Federal Operations Support and provide for three different sized teams for scale of events.

b. Planning and Response Teams. There are seven Commodities PRTs. The teams are typed to provide the following flexibilities:

Type 1 Commodities PRT
- Report and track 50 Points of Distribution
- Assist FEMA with manning for commodities at 3 Staging Areas
- 24 hour operations

Type 2 Commodities PRT
- Report and track 25 Points of Distribution

- Assist FEMA with manning for commodities at 2 Staging Areas
- 24 hour operations

Type 3 Commodities PRT

- Report and track 10 Points of Distribution
- Assist FEMA with manning for commodities at 1 Staging Area
- 12 hour operations

Each team is comprised of a Management Element and Support Element with the Management Element deploying first as an advance party (in anticipation of an event), and the Support Element following just ahead of the event. The initial responsibility of the Management Element is to effect coordination with FEMA and local and state governments, and scope the mission requirements. The responsibility of the support element in conjunction with field Commodity Quality Assurance (QA) representatives is to document, track, and record distribution of commodities from the primary staging areas to their final Point-of-Distribution (POD), or other locations as directed by FEMA. The entire team would deploy simultaneously for a no-notice event. As part of this overall process the PRT will also document the "burn rates" of these commodities and report this information to higher echelons and National PRTs for use in determining the need for either additional commodities, or to decrease the commodity flow. The PRTs and Commodity Subject Matter Experts also conduct POD operation training sessions as necessary for personnel in the supported State(s).

c. Advance Contract Initiative (ACI). There are no ACI contracts needed to support Commodities PRTs.

Lead Division

The Southwestern Division (CESWD) is the lead division for commodities distribution.

Commodity PRT locations:
Detroit District (CELRE)
Galveston District (CESWG)
Norfolk District (CENAO)
Rock Island District (CEMVR)
San Francisco District (CESPN)
Seattle District (CENWS)
Wilmington District (CESAW)

USACE Lead Commodities Subject Matter Expert (SME)
Gary Stangeland, CESWD-RO, 409-766-3954 (W), 409-939-0236 (C)
E-mail: Gary.Stangeland@us.army.mil

Other USACE Commodity SMEs:

Andrew "Drew" Benziger
Rich Kaiser
Constantine "Gus" Marinos
Gregg Williams
Mike deMasi
Dave Luff
Rick Stebens

US Army Corps of Engineers®

EMERGENCY WATER INFORMATION PAPER

Date: March 2012

Scope of the Water Mission: The Stafford Disaster Relief and Emergency Assistance Act, authorizes the President to provide financial support and other forms of assistance to state and local governments, certain nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following presidentially declared major disasters and emergencies. The National Response Framework (NRF) is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector. One of the assignments to USACE under the NRF to support local, State and Federal response efforts is to provide emergency supplies of potable water. USACE management of this mission includes planning/scoping, procurement, transportation, delivery and tracking of the supply of water.

Contract for the National Water Mission: The primary purpose of the USACE Emergency Water Advance Contracting Initiative (ACI) contract is to provide bottled water, to include vendor managed storage, transportation, loading and unloading, drayage, additional ground mileage, dry storage trailers, etc., to sites including possible future Government or vendor warehouse storage in the 48 States and the District of Columbia in the Continental United States (CONUS) and to sites Outside the Continental United States (OCONUS) in the States of Alaska and Hawaii, Puerto Rico, the U. S. Virgin Islands, Guam, the Northern Mariana Islands, American Samoa, the Federated States of Micronesia, and the Republic of the Marshall Islands. The contract also includes requirements for participation in Partnering efforts and provision of Strategic Planning Services.

Emergency Water Advance Contracting Initiative (ACI) Contract:
Contract #W9121WJ-08-0001. Awarded to International American Products (IAP) Worldwide Services, Inc.
413 Western Lane, Irmo, South Carolina 29063-9071

Contract Details:

- The Basic 1-year Contract was awarded on 4 April 2008 and expired 31 March 2009. The contract has 4 option years, which may be exercised on 1 April of a given year. The first option year was exercised on 1 April 2009. If all options are exercised the contract will expire 31 March 2013.

- THIS IS A SUPPLY and SERVICES CONTRACT. The contract includes purchase and delivery of bottled water and associated services to transport, load, unload either purchased or government furnished water, establish a warehouse for bottled water in FEMA Regions IV and/or VI, as required. The contractor transports in CONUS via ground and to OCONUS destinations via ground, air or ship. If the situation dictates, the government could provide OCONUS transportation. Local purchase of water is an option for OCONUS locations. The contract also includes requirements for participation in partnering efforts and provision of Strategic Planning Services.

- This is also a "requirements" contract. The Government is required to use the ACI contractor for all supplies and services within the scope of the contract for orders of $25,000 or more. The Government may offer the ACI contractor work outside the contract (larger or smaller amounts). There are a few cases when outside contracts may be used; however, unacceptable contract performance would likely be the sole reason USACE would chose to exercise other contractors.

- The contractor is not obligated to accept Delivery Orders larger than $10,000,000 for a single order; or a combination in excess of $20,000,000 in any series of orders within a 3 days period. The contractor has 4 hours to decline large orders. There is no dollar limit, nor annual limit to the contract.

- Delivery Orders may be issued by the National Water Teams in either New England or Kansas City District. In either case, the issuing district must be funded to issue a delivery order.

Areas of ACI Contract Coverage (CONUS/OCONUS):

CONUS	Puerto Rico	Federated States of Micronesia
Alaska	U.S. Virgin Islands	Republic of Marshall Islands
Hawaii	Northern Mariana Islands	American Samoa
Guam	FEMA Distribution Centers	

USACE Emergency Water Subject Matter Experts (SMEs):
USACE has a cadre of Emergency Water SMEs to call on for any assistance and guidance. They are:

LEAD SME:
Dubán Montoya VOICE: (978) 318-8086 FAX: (978) 318-8378 CELL: (978) 502-0720
CENAD E-Mail: duban.montoya@usace.army.mil

OTHER SMEs:

David Goodrich	CENAE
Michael Keegan	CENAE
Sheila Winston	CENAE
Josh Marx	CENWK
Eugene Kneuvean	CENWK

USACE National Water Planning & Response Team (PRT) Locations:
CENAD – North Atlantic Division (Lead Division)
(Alternating Districts) CENAE – New England District CENWK – Kansas City District

Contract Performance Requirements:
Bottled water is normally ordered in multiples of standard truckloads of approximately 18,000 liters per truck (suitable for ~ 5,000 people/day @ ~ 3+L/person/day). The Government recognizes that the Contractor will need time to fully mobilize significant water production and transportation assets to establish a steady flow of bottled water to disaster sites. The following CONUS Contractor performance schedule has been established. For CONUS orders in excess of 720,000 liters (40 truckloads) of bottled water per day, delivery amounts required for substantial performance of the contract are shown below.

- Within 24 hours from issuance of delivery order, 720,000 liters (40 truckloads).

- Between 24 hours and 48 hours from issuance of delivery order, 1,800,000 liters (100 truckloads) or if less the remaining quantity scheduled for delivery.

- After 48 hours from issuance of delivery order, 3,600,000 liters (200 truckloads) daily or if less the remaining quantity scheduled for delivery.

- For subsequent orders placed at least 48 hours prior to the first scheduled delivery, substantial performance will be 3,600,000 liters (200 truckloads) daily until the order is fulfilled.

US Army Corps of Engineers®

EMERGENCY ICE INFORMATION PAPER

Date: March 2012

Emergency Ice Mission Capabilities:
USACE supports Local, State, and Federal responders under the National Response Framework by providing emergency supplies of bagged ice and refrigerated storage for disaster response and recovery. USACE provides turn-key management of emergency ice missions to include planning, procurement, transportation, distribution, testing, and disposal. Two National Ice Planning & Response Teams (PRTs) are responsible for procurement, transportation, storage, and delivery of bagged ice as well as tracking the ice to the first point of delivery. The first point of delivery is expected to be an Incident Support Base (ISB) – a Federal logistics staging area. Seven other Commodities PRTs (further described in a separate document) are trained in planning support, receipt, and onward distribution to state and local entities. These Commodities PRTs will track both the movement and delivery of ice after its arrival at the ISB until the trucks are unloaded at their final destination. The National Ice Team will obtain the final tracking information from the Commodities Team in order to document and make the proper payment for the contract. HQUSACE National Ice Mission Overview, OV-01-2007-008 identifies the requirement for one lead division, one lead district, a primary PRT, and an alternate PRT to execute emergency ice missions. South Atlantic Division (SAD) has been designated as the lead division; Charleston District (SAC) is the lead district and active until 31 March 2013 when Albuquerque District (SPA) will assume mission responsibilities. Both districts are tasked with fielding and training National Ice PRTs and rotate the primary PRT duties annually on 1 April.

Technical Assistance:
Technical assistance may be in the form of one or more of the following:

- Pre-disaster planning, PRT deployment needs and post-disaster recovery efforts
- Assessing emergency ice requirements based on Corps models and input from other agencies
- Determining requirements and optimum locations for ice staging and community distribution sites
- Coordination of ice transportation resources
- Technical capabilities and limitations of the Corps National Ice Advanced Contracting Initiative (ACI) Contract

Procurement:
The Ice ACI contract provides daily delivery of packaged ice (5 to 20-pound bags) in 40,000 pounds increments (1-truckload). The maximum single order, per the contract is 30 Million lbs (750-truckloads). A combination of orders could be as much as 60 Million pounds. The Contractor has 48-hours to accept/reject orders of this magnitude or larger. Upon a negative answer, the Government may acquire the supplies or service from another source.

Transportation:
Contractor or Government-provided ice will be transported to one or more delivery sites within CONUS within 24-hours of delivery order issuance (up to 3M lbs, 75 trucks by day 2; 150 trucks by day 3; complete order by day 4); OCONUS deliveries to Puerto Rico & USVI (1M lbs, 25 trucks by day 2; 75 trucks by day 3; complete order by day 4), and to Alaska & Hawaii (160K lbs, 4 trucks by day 2; 25 trucks by day 3; complete order by day 4). Current ACI contract also covers American Samoa, Guam, Northern Mariana Islands, Federated States of Micronesia and Marshall Islands with more challenging delivery schedules.

Loading/Unloading:
The ACI contractor shall provide all labor, equipment and materials necessary to load the pallets of ice onto reefers for delivery to the ISB (or other location as directed). Unloading and distribution of the ice/reefers is generally done at Commodity Points of Distribution by the National Guard (or state/local resources). The ice ACI contract does however allow us to pay the contractor to perform this unloading.

Storage:
The contractor shall contract for and provide static storage (Ice Warehouse) for quantities of ice as directed by the Contracting Officer for up to 90 days unless otherwise specified. Mobile storage containers (reefers) shall not be used for this purpose.

Pre-Scripted Mission Assignments (PSMA):

Pre-Scripted Mission Assignments are available for pre-declaration and post-declaration missions and include all basic elements of an ice mission. Pre-Dec PSMAs for ice are typically funded at $1.4M and will deploy a PRT (CONUS) for one week and allow the purchase, delivery, and storage of up to 4M Lbs of packaged ice. Post-Dec PSMAs are typically funded at $2.3M and will fund a typical mission for two weeks, including a deployed PRT and purchase, delivery, and storage of up to 6M lbs of packaged ice. Initial OCONUS costs are significantly higher based on air shipment versus ground. OCONUS costs vary greatly based on the specific theater and circumstances involved in response at any particular time.

Emergency Ice Advance Contracting Initiative (ACI) Contract Considerations:
W912HN-10-D-0018
IAP Worldwide Services Inc.
413 Western Lane
Irmo, South Carolina 29063-9071 DUNS: 61 347 2638
803-798-1611 Ext 121 L.D. Hutto (e-mail ldh0001@aol.com)
803-798-1635 (Fax)
803-259-4779 (Cell)
Servicing District (questions or modification): Charleston (SAC) POC Lauri Newkirk (843) 329-8061

1. The Basic (1-year contract) was awarded on 26 February 2010. There are four+ option years that can be awarded based on satisfactory performance extending the overall period of performance through 31 August 2015.

2. The Ice ACI is a Supply and Services Contract. The contract includes purchase and delivery of packaged ice and associated services to transport and store purchased or government furnished ice, as required. The contractor transports in CONUS via ground and to OCONUS destinations via air or ship. If the situation dictates, the government could provide OCONUS transport. Local purchase of ice is an option for OCONUS locations. The contract includes the rental and O&M (short term) of reefers, but does NOT include purchase of reefers. The contract also includes rental and O&M of reefers for other uses, to include ice movement, storage of commodities (food, pharmaceuticals) and mortuary support and may be used for O&M and preventive maintenance on government-furnished reefers.

3. This contract may be used anywhere within CONUS (and some OCONUS locations as specified above in "Transportation"). It may also be used in other areas, but prices would need to be negotiated.

4. This is a "requirements" contract (i.e. the Government must order a minimum of 200,000 pounds of ice (5 truckloads). The ACI contractor must be offered all work within the scope of the contract and may be offered work outside the contract (larger or smaller amounts). There are a few cases when outside contracts may be used; however, unacceptable contract performance (or contractor not accepting the Delivery Order) would likely be the sole reasons USACE would chose to exercise other contractors.

5. Transportation and /or availability of suitable reefers may be a limiting factor in general (especially for orders exceeding contract limitations).

6. Delivery Orders are generally issued by one of the two National Ice PRT Districts (SAC or SPA). However, an impacted or supporting district may also issue a delivery order. In any case, the issuing district must be funded to issue a delivery order.

POCS:

USACE National Water & Ice SME
Dubán Montoya (NAD) – (978) 318-8086 Email: duban.montoya@usace.army.mil

SAD National Ice
Joaquin "Jo" Cardenas

SAC
Gilbert Dent (SAC EM Chief)
Michael Hind (SAC Acton Officer)
MAJ Kevin Wissel (SAC Action Officer)

SPA
Russ Jaramillo (SPA EM Chief)
Craig Lykins (SPA Action Officer)
MAJ Phil Bundy (SPA Action Officer)

USACE Ice & Water Support to FEMA
Concept of Operations

USACE is a provider of ice and water to FEMA for disaster operations. USACE maintains three types of teams to support FEMA's Ice and Water distribution requirements. The USACE National Ice and National Water Planning and Response Teams (PRTs) procure ice and water as required by FEMA, and then receive these items at the initial delivery location. Commodities PRTs help FEMA manage distribution within a state and collect contractually required paperwork for contract payment purposes.

REQUIREMENTS DETERMINATION

1. Normally, the pre-declaration requirements will be determined at the NRCC, hopefully with input from ESF#3 and USACE models.
2. These requirements are forwarded to the LMD for a determination on how the requirements are to be filled and sent to the Staging Area
3. Concurrently, each Commodities AO, in each state needs to communicate the state requirements up the chain (to get the information to NRCC/LMD) to include whatever procurements the state may have ongoing, and the current disposition of those state commodities orders.
4. The same requirements determination goes on in each potentially affected State and FEMA Region. Note that there may be more than one Staging Area in a state and the National Teams may be unable to provide a presence. When this happens the Commodities Teams must provide CSM at that Staging Area.

PROCUREMENT TASKER FLOW

1. The NRCC and LMD have decided on the pre-dec requirements. The LMD has decided on how these requirements will be filled and tasked the appropriate agencies for procurement and transportation as necessary.
2. The National Teams AOs forward the taskers to the National MMs for execution and for information on Distribution Center withdrawals in order to maintain the Common Operating Picture.
3. The National Teams AOs will also forward the taskers to the Commodities Teams AOs at the IOF/JFO/State EOC.
4. The National MMs will forward the taskers to their NSMs so they can get ready for the incoming commodities at the Staging Area.
6. The National MMs will also forward the taskers to the deployed Commodities' MMs so they can prepare too. Note the info should already be shared when the Commodities MM is at a Staging Area manned by the National Team's NSM.
7. The deployed Commodities AO, MM and ML should always be sharing info about what is going on.
8. The Commodities AO needs to be sure the ESF#3 TL at the region is aware of what is going on if the Region is still in operational control of the potential disaster.

Remember, it is essential all taskers be conveyed to all deployed management locations in order for the deployed people to prepare for shipments and ensure adequate manning is correctly located to receive commodities movements.

COMMODITIES MOVEMENTS

1. The commodities are sent to a Staging Area. This may be an existing Distribution Center, or may be a newly opened Staging Area such as Fort Sam Houston in San Antonio, or Fort Polk in Alexandria.
2. Staging Areas are usually the locations for initial direct shipments. However, it may possibly be a staging site supplied by a contractor.
3. This may be going on in multiple states
4. Ensure all members of the team are getting updates (also reflected in the ENGLink database) about the commodities movements.

All commodities ordered by USACE will need to be received at the first delivery location, and all commodities need to be accounted for regardless of source. This is why any and all taskers (numbered independently) need to be shared amongst the ice, water, commodities management personnel.

TASKER PROCESS IMMEDIATELY AFTER LANDFALL

1. Post-declaration commodities requirements are developed in the affected states.
2. The Commodities AO will attend a joint meeting with FEMA Log and the state POC, usually called the Unified Logistics Element Meeting, where PODs to be opened (and other locations requiring commodities) will be determined. The Commodities AO and FEMA Log will write a tasker to get the commodities moving. Taskers for commodities movements are usually created by the Commodities AO and signed by FEMA Log or FEMA Infrastructure Branch Chief or the Operations Section Chief if there is no infrastructure branch. This must be determined at each event.
3. The tasker is forwarded to the Commodities MM for execution.
4. The Commodities AO will forward a copy to the National AOs for info and to the ESF#3 TL at FEMA Region if open.
5. The Commodities MM executes the tasker and forwards copies of his execution to the National MMs and the ML for info and tracking of funds expended.

The initial supply of commodities to PODS is a “push”. This means that the POD will receive 1-1/2 days supply (estimated) of commodities as an initial supply. The Commodities AO, state POC and FEMA Log determine which PODS will be open and the type (size) of POD. This will determine the amount of commodities sent to the POD. Type I POD ability to distribute to the public is 4 trucks of ice and 4 trucks of water per day, so the initial push is 6 trucks of both commodities. The initial push for Type II is 3 trucks of both commodities, and Type III is 2 trucks of both commodities.

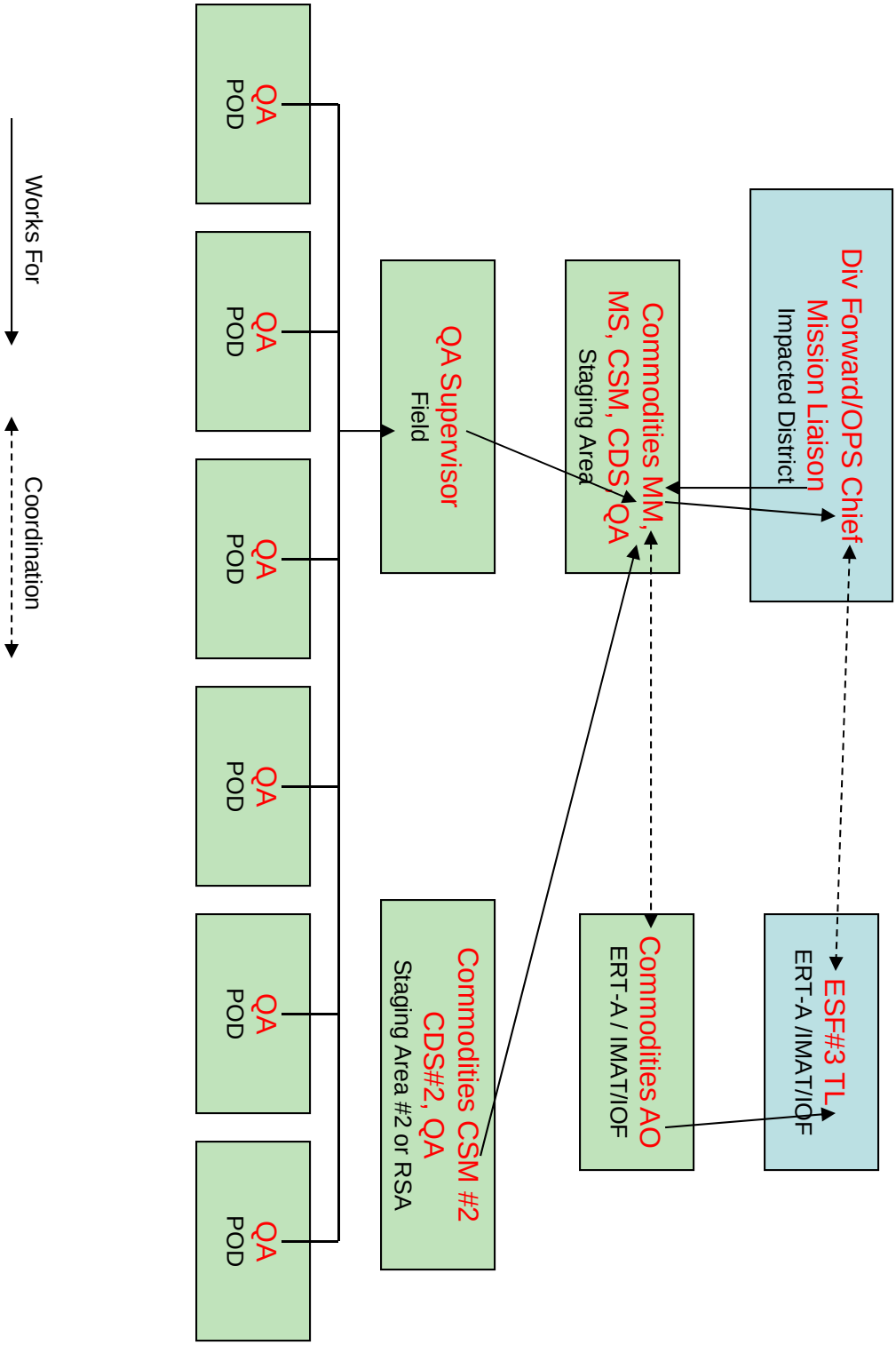
DETERMINING COMMODITIES REQUIREMENTS AFTER DISASTER STRIKES

1. The daily determination of requirements must be conducted while there is a need for a commodities mission. The Commodities AO supports this determination of requirements through their attendance at the Unified Logistics Element Meeting where they collect

information on commodities received (last 24 hours), distributed (last 24 hours), on-hand, and order for tomorrow.
2.The reporting can happen direct from the PODS to the state POC at the IOF/JFO/State EOC or the State LSA/RSA can collect the requirements from the locations they serve and then forwarded to the IOF/JFO/State EOC.

DAILY TASKER FLOW
1. The state requirement is detailed in a tasker (prepared by the Commodities AO) for movement of the commodities to the field.
2. The Commodities AO forwards the tasker to the Commodities MM for execution
3. The Commodities AO will also forward the tasker to the National Teams AOs at the NRCC for information.
4. The Commodities MM will forward the taskers to their CSMs for execution. . This tasker shall be coordinated with the National Teams if they are present at the Staging Area.
5. The Commodities MM will send a courtesy copy of the tasker to the National Teams MMs and Commodities ML including indication of which USACE contracted trucks have been tasked to move forward.
6. The NSMs/CSMs will coordinate with the FEMA Staging Area manager for execution of the movements of the trucks for resupply of the PODs and other locations requiring commodities as indicated on the tasker.
7. The resupply of the Staging Area and the LSA/RSA must be determined next. The PODS will contain approximately 1-1/2 days supply of commodities. Similarly, the Staging Area and all the LSAs/RSAs should together contain another 1-1/2 days supply. This entails having 3 days of supply in the state at the beginning of each day. While that sounds like overkill, remember that you will have only 2 days of supply by close of business if something happens to disrupt the supply chain and the 3 day supply number shrinks as you approach the end of the mission. It also gives you a buffer if the state opens more PODs than anticipated. The 3 day total requirement will also be reflected in the strategic planning document created by the Commodities AO each day. The tasker for additional commodities needed to support the state is sent from FEMA Log Chief to the LMD. The Commodities AO should inform the Commodities MM as to the resupply order. The Commodities MM should address any concerns about the resupply order back to the Commodities AO for further consultation with the FEMA Log guy. Staging Area resupply should be based on the strategic planning sheet accomplished by the Commodities AO. This is because the next 3 days of commodities requirements are forecast here. Do not forget that FEMA Log has the last word on what is to be ordered for resupply of the Staging Area.

COMMODITIES PRT ORGANIZATION CHART



Commodities PRT Composition

The team is comprised of a management cell and QA elements. This team size varies by the typed team that FEMA selects on the Mission Assignment.

Management cell Personnel

POSITION	Type 1	Type 2	Type 3	DAY DEPLOYED
Action Officer	2	2	1	D-4
Mission Manager	1	1	1	D-4
Mission Specialist	2	2	1	D-4
Admin Specialist	2	1	0	D-4
Mission Liaison	1	1	1	D-4
Commodities Site Mgr	6	4	1	D-4
Commodities Data Spec	9	4	1	D-4
QA Supervisor	10	5	2	D-4
SUBTOTAL PERSONNEL	33	20	8	

QA Elements

POSITION	Type 1	Type 2	Type 3	DAY DEPLOYED
Staging Area/RSA QA	48	32	10	D-4
POD QA	50	25	10	D-2
SUBTOTAL QA PERSONNEL	98	57	20	

Total Team Deployment Timeline

	Type 1	Type 2	Type 3
Personnel Deployed on D-4	82	53	19
Additional personnel deployed on D-2	50	25	10
Total personnel deployed in field as of D-2	132	78	29

The QA members required to be listed in ENGLink are not dedicated members of the team. The QAs are still available to deploy on other missions. They are listed in ENGLink because there is not sufficient time to go through the ENGLink recruitment process on a Pre-Dec MA. This allows easier contact of potential QAs in time to deploy within six hours of notice. If the required number of QAs is not available within the District, alternatives to find available QAs would be check with the Retired Annuitant Office or go to the last Commodities team in rotation and call the listed QAs.

AOs. This document is very new. It is designed to be used as a checklist so you don't have to go thru everything in the SOP just to get started. It refers you back to specific items in the SOP for reference or examples. Please note the checklists are not necessarily sequential and may not contain every item that needs to be accomplished. FOGs for other positions (MS, CDS, CSM, QAS, ML, and Admin) are yet to be developed.

Please submit constructive feedback to Lead SME on this document as you see fit.

Pre-deployment, (Team has been placed on Alert):

— Notify supervisor of pending deployment and work continuity, arrange personal commitments.

— Work with EM to ensure proper composition of Commodities PRT (verify against copy of Mission Assignment) and assume leadership role.

— Make sure you have all your required gear – see SOP checklist.

— Participate with District EM on ESF3 conference calls.

— Contact Commodities Lead SME, Gary Stangeland regarding potential deployment and ask if Commodities coordination calls are ongoing.

— Request computer admin rights for additional management personnel (not QAs). Submit request to Commodities Lead SME, Gary Stangeland. Include the following: PRT members name, PRT position, and IF KNOWN at that time the Tasker number that person is being deployed under.

— Notify team members and ensure availability.

— Ensure all team members have required gear, ENGLink permissions and updated personal data, admin rights on computers, medical clearance.

— Make sure you have updated list of contacts for team, IT contacts and Carlson SATO (normal and emergency numbers).

— Read through the SOP so that the "big picture" is fresh in your head.
*your first notification may be to immediately deploy, so it's a good idea to do these things regularly throughout the year

Once notified to deploy and/or ENGLink tasker has been issued:

- Confirm PRT lodging arrangements with supported District.
- Contact Supported District EM with MM and notify them of deployment schedule, location and exchange POC contact information. If your taskers don't have the supported district or their contact info, call your home EM and ask them to correct.
- Contact ESF3 TL and exchange information on deployment status and scope of mission (Typed PRT)(include Mission Manager).
- Get POCs for team duty locations and provide POCs incoming team information – name/phone number/time of arrival.
- Check fly away kit readiness and distribute within PRT with MM and MS.
- If possible, get Labor Codes and provide to MM, ensure Travel Orders are prepared or will follow for all team members to be deployed.
- Contact Nat'l Ice and Water AOs and notify them of deployment schedule, location and exchange POC contact information. Note: Ice and Water may not always be activated for the same event; you will want to verify that they have actually been activated.
  Ice is either Charleston District (843-329-8104) or Albuquerque (505-342-3686), Water is either New England District (978-318-8271) or Kansas City (816-426-6320).
- Print out maps (program GPS) of destination in case of technology failure – mark location of airport, hotel, EOC, ISB, RFO, etc. – provide copies to team.
- Print copies of latest models (commodities portion).

Deployment

Arrival:

- Check in with MM that all team members have arrived safely.
- Get copy of team members hotel room numbers, hotel phone numbers, rental car license plates from MM.
- Check in with home EOC and MM.

Report to duty station:

- Check in with FEMA and RSOI with supported District by telephone.
- Check in with and make phone list of all pertinent contacts:
  - ESF3 TL/ATLs
  - National AOs
  - Commodities Lead SME, Gary Stangeland
  - Local Government Liaison (LGL) AO
  - FEMA
  - State EM
  - Other POCs (See Appendix AA)
- Set up computers, space, files, create Battle Rhythm (see SOP Appendix Y, set up daily meeting time/conference calls – ie. Unified Logistics Element Meeting, National Ice/Water/Commodities, State Logistics/Commodities PRT)
- Request Mission Assignment(s) from ESF3 TL/ATL. Provide copy to MM.
- Ask ESF3 ATL what information is required for Incident Action Plan (IAP) input form and exchange Battle Rhythms.
- Prepare Commodities Support Plan (Appendix CC) and get signature from FEMA Log. Brief ESF3 TL/ATL. Provide final copy to MM.
- Check in with MM: Provide contact information for State, field LGLs, Mission Assignment, and National Team. Confirm delivery address, hours of operation, and truck capacity at the ISB.

- Coordinate with Local Government Liaison (LGL) AO to address issues that arise in the field, confirm POD locations, exchange contact lists of LGL and QAS and pass to Commodities MM.
- Request State's POD locations, ability to open PODs on daily basis, and physical distribution plan from State EM.
- Determine if POD setup capability matches requirement and State request. If the State cannot distribute the amounts potentially required, discuss our projection (based on State input) with FEMA Log Chief or FEMA Commodities POC.
- If state cannot meet POD setup capability due to manpower requirements and they request assistance, immediately discuss situation with your SME and notify ESF3 TL.
- Ensure to task MM to begin gathering documentation and preparing their portion of the transition/closeout plan – includes general mission information, pre-dec and post-dec mission assignments, current mission status, distribution summary (total arrived, distributed, on-hand), disposition of documentation, and a recommended schedule for the transition of the mission over to FEMA/state, to include points of contact (example in SOP, Appendix DD).

— **Shift Change or Daily tasks**

— Participate in daily coordination conference calls with National and Commodities Teams.

— Check for updated Battle Rhythm and attend/perform scheduled events.

— Check in with MM; verify location and status of all deployed personnel.

— Verify MM has adequate funds for mission.

— In coordination with FEMA and the State, ensures the public is notified of locations and operating hours of the PODs on a daily basis. This should be done through the Joint Information Center (JIC).

— Coordinate with ESF12 (power), ESF1 (transportation), ESF6 (Mass Care), ESF5 (Emergency Management) – Most recent data for power and transportation issues in disaster area is used to formulate plan for meeting mission requirements. Pass relevant information to MM.

— Exchange updated list of POD locations, types, and status with MM.

— Provide status report to ESF3 TL/ATL – include number of team members and locations (see SOP Appendix II)

— Attend Unified Logistics Element Meeting where distribution information is determined to support state requirements.

— AO will establish with MM a daily reporting time for a count of all trucks at PODs and ISB, as well as burn rate, once commodities start being distributed. Inventory thirty (30) minutes prior to the Unified Logistics Element Meeting (ULM) is suggested (See Appendix Q.2, QAS POD Order-Use Summary Sheet).

— Issue taskers (numbered) to MM as appropriate to reflect FEMA requirements (determined in Unified Logistics Element Meeting). See Appendix FF.

— Strategic Plan – see SOP Appendix C-X

— Create strategic plan (see SOP for details) for commodities usage for the next five days.

— Brief Strategic Plan to FEMA Log and offer to brief ESF3 TL. Once approved by FEMA Log, brief State.

— Forward Strategic Plan and FEMA feedback to National AOs and MM.

End of Mission and Mission Closeout:

- Submit transition/closeout plan for review and approval to ESF3 TL/Impacted District POC.
- Submit After Action Review (AAR) input forms to MM (see SOP Appendix K).
- Call the impacted District to check out and exchange travel information with MM and home district.

MMs. This document is very new. It is designed to be used as a checklist so you don't have to go thru everything in the SOP just to get started. It refers you back to specific items in the SOP for reference or examples. Please note the checklists are not necessarily sequential and may not contain every item that needs to be accomplished. FOGs for other positions (MS, CDS, CSM, QAS, ML, and Admin) are yet to be developed.

Please submit constructive feedback to Lead SME on this document as you see fit.

Pre-deployment, (Team has been placed on Alert):

— Notify supervisor of pending deployment and work continuity, arrange personal commitments.

— Make sure you have all your required gear – see SOP Appendix W.

— Participate with District EM on ESF3 conference calls and Commodities coordination calls.

— Make sure you have updated list of contacts for team, IT contacts and Carlson SATO (normal and emergency numbers).

— Read through the SOP so that the "big picture" is fresh in your head.
*your first notification may be to immediately deploy, so it's a good idea to do these things regularly throughout the year

Once notified to deploy and/or ENGLink tasker has been issued:

- Confirm scope of mission (Typed PRT) with AO.
- Ensure appropriate PRT personnel have been notified and are available for deployment.
- Confirm team transportation and lodging arrangements with supported District EM and Action Officer.
- Contact supported District EM with AO and notify them of deployment schedule, location and exchange POC contact information.
- Contact ESF3 TL and exchange information on deployment status and scope of mission (Typed PRT)(with AO).
- Get POCs for team duty locations from AO.
- Check fly away kit readiness with AO and MS and distribute within PRT for transportation.
- Ensure Travel Orders are prepared or will follow for all team members to be deployed.
- Contact Nat'l Ice and Water MMs and notify them of deployment schedule, location and exchange POC contact information. Note: Ice and Water may not always be activated for the same event; you will want to verify that they have actually been activated. Ice is either Charleston District (843-329-8104) or Albuquerque (505-342-3686), Water is either New England District (978-318-8271) or Kansas City (816-426-6320).
  - If the National Ice/Water teams ARE activated, confirm that the National Mission Manager has acquired facilities/DTOS and voice/data communications at the ISB that includes space for the commodities team.
  - If the National Ice/Water teams are NOT activated, the Mission Manager needs to acquire facilities with voice/data communications at the ISB (if none request DTOS support from the UOC, info copy to supported District EOC, Action Officer, Team Leader, and email DLL-HQ-RSC-DTOS).
- Print copies of latest models (commodities portion).
- Establish rally point and time with team. Notify AO of planned meeting time.

Deployment
Serves as project manager responsible for mission execution, determining staffing requirements, tracking of commodities personnel and overall team coordination.

Arrival:

- Check in with AO and report all team members have arrived safely.
- Provide copy of team members' hotel room numbers, hotel phone numbers, rental car license plates to AO.
- Check in with home EOC and report all team members arrived.

Report to duty station:

- Check in with National Water/Ice PRT CSM at the SA (or FEMA Staging Area Manager, if no National PRT presence) and RSOI with supported District by telephone.
- Set up computers, space, files, create Battle Rhythm (see SOP Appendix Y, set up daily meeting time/conference calls – ie. National Ice/Water/Commodities, State Logistics/Commodities PRT)
- Check in with AO and provide delivery address, hours of operation, and truck capacity (for commodities) at the ISB.
- Check in with National MMs, Lead Commodities SME, notify of arrival, location, POC cell phones and landlines – make phone list of all pertinent contacts (add to Battle Rhythm).
- Work with National Mission Manager for any additional contracting requirements needed for support at SA.
- Request Mission Assignment(s) and any other orders (non-USACE) from AO.
- Request any delivery orders for pre-staged commodities from National MMs.
- Report capabilities to store, load, unload, move and distribute commodities at Staging Area/RSA/POD to National MM and Commodities AO.
- Get final copy of Commodities Support Plan from AO.
- Get latest ESF12 (power) and ESF1 (transportation, i.e. road closures) data from AO.
- Get State's POD locations, ability to open PODs on daily basis, and physical distribution plan from AO.
- You are the supervisor signing timesheets out in the field for your team. Make sure you have a template for each team member with the appropriate cost codes.

— Get copy of PRT “$” burn rate from MS (labor, per diem, rental car)

— Get name of National MMs Missions in Englink.

— Coordinates with DTOS Operations Manager for ongoing requirements.

Shift Change or Daily tasks:

- Ensure that the National Site Manager (NSM) or CSM USACE representative at each Staging Area provides input to the FEMA Staging Area Incident Action Plan on a continuing basis as needed.
- Coordinate with NSM/CSM(s) for movement of commodities.
- Track status of all commodity movements.
- Coordinate with NSM at Staging Area to confirm status (inventory, deliveries, etc.) of commodities.
- Ensure commodities deliveries and distributions are tracked on spreadsheet and in ENGLink.
- Provide copies of movement information (spreadsheet and taskers) to National MM. Ensure each emailed spreadsheet is labeled with date and time (i.e. 2012-02-26, 1500) when sent. This format will help with automatic sorting in computers.
- Keep log of trailers leased by National Teams to include location.
- The MM will also maintain, in appropriate format, all information required to execute the mission and document actions taken, whether required for upward reporting or not.
- Coordinate with FEMA Logistics to have FEMA shuttle drivers pick up empty leased trailers from PODs and return them to a Staging Area or other site as identified.
- Notify National Teams when and where leased trailers are empty and available for pick-up.
- Ensure that any receipt, distribution, or on-hand inventory numbers have been coordinated with FEMA reporting unit at Staging Area prior to releasing to SITREPS. (MM is sole source of Commodities mission information for input into the ENGLink SITREPS (in the supported District's database).
- Collect and verifies completion and accuracy (against site truck log) of Delivery Information Sheets for transfer to the National MM. The Commodities MM will take all necessary steps to collect copies of all Delivery Information Sheets for all USACE contracted trucks. The MM will send these immediately by electronic means to the appropriate National Team and send the paper copies to the appropriate National Team on a weekly basis or more often if practicable.
- Check for updated Battle Rhythm and attend/perform scheduled events.
- Check in with AO; verify location and status of all deployed personnel.
- Monitor funding level for mission.

- Exchange updated list of POD locations, types, and status with AO, QAS, and CSM.
- Provide AO daily a count of all trucks at PODs and ISB, as well as burn rate, once commodities start being distributed. Deliver POD commodities inventory thirty (30) minutes prior to the Unified Logistics Element Meeting (ULM) is suggested (See Appendix Q.2, QAS POD Order-Use Summary Sheet).
- Monitor staffing requirements and make requests for additional QAs to supported District early enough so that they arrive **before** the PODS open!
- Begin gathering documentation and preparing the transition/closeout plan – includes general mission information, pre-dec and post-dec mission assignments, current mission status, distribution summary (total arrived, distributed, on-hand), disposition of documentation, and a recommended schedule for the transition of the mission over to FEMA/state, to include points of contact (example in SOP).
- Ensure QAS has printed out maps of affected area and POD locations (as they're made known).
- Check status of on-the-spot training of QAs by QAS and CSM.
- Provide QAS updated list of Local Government Liaisons (LGL) for impacted counties.
- Taskers will come from Commodities AO for POD distribution. Provide information to CSM.
- Discuss with AO any SITREP requirements (reporting time and information)
- Monitor contractor's performance and advise National MM of same.
- Get Strategic Plan from AO.

End of Mission and Mission Closeout:

- FEMA will declare when an event is winding down/ended. The Commodities AO will provide this information to you; you pass it on to the rest of the team.
- Get After Action Review input forms (see SOP Appendix K).
- Submit transition/closeout plan to AO.
- Call the supported District to check out and exchange travel information with AO and home district. Verify all personnel have travel arrangements to their home districts – have them check in with you upon arrival.

Pre-Disaster Planning

a. **USACE.**

The procurment and distribution of ice and water is accomplished with the utilization of a National Ice PRT, National Water PRT, and a Commodities PRT.

The National (Ice/Water) PRT's are activated/deployed based on an annual rotation schedule.

The Commodities PRT within the impacted Division will normally be the responding PRT unless otherwise directed by HQUSACE at the request of the impacted Division. In such cases, initial response will be accomplished by another Commodities PRT from outside the impacted Division boundaries based on a pre-determined rotational basis.

The following are planning/training responsibilities required of District Emergency Management Offices with an assigned National Ice/Water PRT or Commodities PRT:

(1) Select team personnel, with alternates, to include Commander's approval.

(2) Manage team deployment data.

(3) Maintain and issue team equipment and supplies.

(4) Assure team members (primary, night shift and alternates) are trained for PRT response to include initial and refresher PRT training.

(5) Assure team members are familiar with the SOP.

(6) Keep team informed on pending response deployments and status.

b. **State/Local Governments**. All district EMs should work closely with local/state agencies to ensure databases are maintained by the responsible agencies regarding the following:

(1) Potential staging areas.

(2) Potential POD locations.

(3) An inventory of critical facilities (shelters, hospitals, etc) to include a brief description of each facility with points of contact and telephone numbers. (Locations in a compatible GIS coordinate system would facilitate distribution.)

(4) Maps designating critical transportation routes and facilities.

Notification, Activation and Deployment

1. Notification.

Notification is the act of placing PRTs on alert. This can come from two entities, the Division of which the PRT is a part, or by HQ USACE UOC. **WHEN A PRT IS PLACED ON "ALERT" THEY MUST IMMEDIATELY MAKE ALL PREPARATIONS FOR DEPLOYMENT.**

a. Divisions (specifically Division Commanders) can respond to an emergency with their organic PRTs. If this is the case, the affected Division will notify its organic (internal) PRT that they have been placed on alert and should be ready to deploy within six hours. This will be done by phone call from the Division EM to the District EM with the necessary PRT.

b. HQ USACE UOC will place PRTs on alert for support to impacted (supported) Divisions that choose, for whatever reason, NOT to use their organic PRTs or who are in need of additional PRTs beyond the ones in the Division. This will be done by phone call from the UOC and secondly (with possible lag time) by updating the team readiness on the PRT management page in ENGLink.

Individual team members should notify their family, supervisors, and anyone else they deem appropriate that they may soon be scheduled to deploy. Each person should accomplish all necessary personal preparations at home and prepare a turnover plan for the government work they have ongoing and coordinate this plan with their supervisor.

2. Activation.

Activation occurs when a PRT has been given direction to deploy to a specific event. **ONCE ACTIVATED THE PRT MUST BE ENROUTE TO TDY DESTINATION WITHIN 6 HOURS. (PLEASE READ THIS AS "<u>ON THE PLANE</u>")** All normal work stops at this point and all effort shall be directed at necessary steps to deploy. Those steps may include:

a. Contact ESF#3 TL at disaster location
b. Contact supported district EM
c. Assure mission funding
d. Determine each person's destination
e. Travel orders (either written or verbal)
f. Round trip flight tickets
g. Rental Cars
h. Securing Lodging
i. Locating and contacting POCs at the TDY location
j. Contacting National Ice & Water and deployed Commodities PRTs

3. Deployment

Deployment occurs when you leave your home district (or begin working on an emergency mission at your district).

Logistics Support at Staging Areas

a. **Management of Federal Staging Areas**. Management of the staging areas is a FEMA responsibility. However, USACE QA personnel are a part of the purple team at the staging areas. We are there to assist FEMA with the management of ice & water trucks. The primary responsibility for providing Commodities Site Management (and QAs) at the first point of delivery (usually a Staging Area) will be by the National Teams. This responsibility falls to the Commodities Teams when the National teams cannot provide the necessary personnel. Additional USACE resources (USACE Logistics Activity (ULA)) may be involved at these locations.

b. **ULA Personnel.** ULA personnel may be requested to supplement the FEMA staff at Staging Areas. These will be requested through FEMA channels to HQ UOC. When deployed to these locations, these personnel are a part of the FEMA staff, just like our team (CSM and his staff). The ULA personnel do not work for the CSM. The CSM continues to work for the mission manager and represent the Commodities team on the Staging Area management team. At no time should the Commodities personnel or National Team personnel be considered to work for the ULA personnel at that site. It is quite possible that the CSM or NSM may have to report numbers to this ULA person.

c. **State Staging Areas.** The state staging areas (RSAs or LSAs) for commodities need to have a liaison from the Commodities PRT to provide information on shipments, receipts, and inventory of commodities, back to the Commodities Mission Manager. This liaison should be a Commodities Site Manager if one is available. There will also be a need for a Commodities Data specialist to enter the truck movements into the ENGLink Commodities Management Module.

Public Affairs

Public Affairs should be pro-active in supporting ice/water operations. PAO's should coordinate with the commodities AO's and National AO's to obtain information. However, the resonsibility to get this information to the disaster population rests with the affected state. The AO should ensure that the state knows to get this information out in a timely manner so it's citizens receive the needed support. Specifically, try to ensure the Joint Information Center (JIC) works with local newspapers, radio stations and TV on what PODs are opening, continuing and closing on a daily basis.

USACE PAO should coordinate with the FEMA JIC. This coordination should serve to inform other agencies regarding the status of the ice/water mission. Mission information to be coordinated should include Points of Distribution (PODs), amounts of ice/water ordered/distributed, status of local domestic water infrastructure, as well as other information of public interest regarding these commodities. Information regarding PODs should include open/close dates, hours of operation, adresses as well as any other important information regarding distribution locations. News releases should be prepared in advance with a focus on radio announcements and fully coordinated with the Joint Information Center.

Any releases concerning suspected contamination of ice/water shall also be pre-coordinated with FEMA, HQ USACE, and appropriate State and Federal Health agencies prior to release.

After Action

An important part of any mission is the self assessment and review of the team performance during the event. Development of written lessons learned and analysis is the responsibility of every team member. The goal of this effort is to provide a corporate memory of successes and failures which can be eventually integrated into training of future mission teams. Unbiased observations and recommendations will be solicited by the Individual Assistance and Assessment Team (IAAT) during and after the event. To assist in capturing documentation of problem areas and suggestions for improving future response missions, each employee responding should be provided a lessons learned form to provide input to the After Action Report. Written comments, including the lessons learned form from responding employees, and recommendations shall be forwarded to the action officer who will provide the combined comments to the supported district EOC, Commodities Lead SME from CESWD, and the Individual Assistance and Assessment Team (IAAT)

After Action Review Input Form

(Personal Information is very helpful for follow-up but not required if anonymity is desired)

Name/POC:	**Phone Number:**
Organization:	**E-mail:**

Check applicable box(es)::

	USACE Issue		**Other Federal Agency/ESF Issue**
	FEMA Issue		**Local Issue**
	State Issue		
	Intergovernmental Issue		

Check applicable box:

☐ **ISSUE (AREA TO IMPROVE):** *Enter a brief statement (1 or 2 sentences) to describe a problem.* ***OR***

☐ **SUCCESS (PRACTICE TO SUSTAIN):** *Enter a brief description of a solution for national or corporate consideration.*

Discussion: *Provide background details regarding issue or success. Continue on page 2, if necessary.*

Recommended Action(s): *Enter potential solution/suggested steps. Continue on page 2, if necessary.*

Short-Term:

Long-Term:

Obstacles to effecting Proposed Actions? *(Include here.)*

Recommended Proponent: *Enter organization(s) you propose take action to resolve.*

PAGE 2

Discussion: ***(continued)***

Recommended Action(s): ***(continued)***

Pre-Scripted Mission Assignments/ARF's

Pre-Scripted Mission Assignments (PSMA)

Prescripted MAs have been developed in coordination with FEMA to avoid potential mission definition problems and aid in timeliness for issuance. The current pre-scripted mission assignments follow in this section.
NOTES:
1. The MA issued on your specifc mission **MAY** be different than the pre-scripted MAs contained herein, at the discretion of the issuing FEMA office.

2. Newly rewritten PSMAs have been submitted to FEMA for concurrence while this document was being published. Ensure you check your specific Mission Assignment for wording applicable to your deployment.

1. Pre-declaration Mission Assignments

Initial Pre-declaration Mission Assignments (MA) will normally originate from the FEMA Regional Response Coordination Center (RRCC) for Commodities Teams and from the National Response Coordination Center (NRCC) for National Ice & Water Teams. Dependent upon the nature of the event, pre-declaration MA's may be received from three to five days in advance of a predictable event such as hurricanes and coastal storms. The MA will be issued either verbally or written on a Mission Assignment form. If issued verbally, the ESF#3 Team Leader will document on a Verbal Mission Assignment Memo and then create an Action Request Form (ARF) for FEMA. This will be used by FEMA to generate the MA. Sample MA and ARF forms are attached. The ARF and subsequent MA specifies the scope of the mission and authorized funding.

Pre-declaration

PSMA No: XXXXXXXX	**Type:** FOS
Title: USACE ESF #3, National Water – Pre- Declaration	**Date Approved:** MM/DD/YYYY

Block II: Assistance Requested

Pre-position National Water Planning and Response Team (PRT) to provide event-specific planning and preparation as directed by FEMA.

Block IV: Statement of Work

Implement Advanced Contracting Initiative or other contracting process to procure, transport, and pre-position bottled/bulk water (in coordination with FEMA Operations and Logistics, as appropriate) to Incident Support Base (ISB) or other delivery site(s). All water will meet the certification requirements of the Federal Government and the State and locality in which the water is being distributed. If an existing Federal or other inventory of water is used, independent testing may be required to certify water quality. Trailers transporting water that arrive at the ISB(s) or other delivery sites may be staged through (*date*) until specific delivery instructions are provided. USACE, in consultation with FEMA Operations and Logistics, will release the drivers, tractors, and trailers when appropriate. A subsequent MA may be issued for Post-Declaration water needs if necessary.
MA task orders will be issued for specific personnel requirements, location(s), dates, and duration of assignment(s).
All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.

Block V: Cost Estimate and Cost Breakout

Total Cost: <u>$1.2M</u>

$200K	National PRT Activation
$1M	Commodity Procurement

Cost Breakout:

$200,000 will activate a team of about 20 personnel for 5 to 7 days. The initial PRT includes an Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, a Mission Manager, a Mission Specialist and a Contracts Specialist at the USACE National Water District to complete contract actions and required reporting, two Commodity Site Managers, two Data Specialists, and as many as 12 QA personnel situated at the points of first delivery (usually an ISB) to receive the commodity. Staffing levels assumes two sites at 12-hours/day operation.

$1M will cover contract costs to purchase, deliver, and unload approximately 100 truckloads (1.8M liters) of water and includes one Operations Manager (from contractor) to coordinate delivery, storage, and unloading. [One truckload equals 18,000 liters and can be expected to serve approximately 5,000 people.]

Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA

Supporting Info/Notes:

-

Applicable Authorities, Regulations, and Policies:

[Insert all authorities, regulations, and policies for FEMA and OFAs applicable to this PSOW language.**]**

Pre-declaration

PSMA No: XXXXXXXX	**Type:** FOS
Title: USACE ESF #3, National Ice – Pre- Declaration	**Date Approved:** MM/DD/YYYY

Block II: Assistance Requested

Pre-position National Ice Planning and Response Team (PRT) to provide event-specific planning and preparation as directed by FEMA.

Block IV: Statement of Work

Implement Advanced Contracting Initiative or other contracting process to procure, transport, and pre-position packaged ice (in coordination with FEMA Operations and Logistics, as appropriate) to mobilization center(s) or other delivery sites. All ice will meet the certification requirements of the Federal Government, the State, and locality where the ice is being distributed. If an existing Federal or other inventory of ice is used, independent testing may be required to certify its quality. Refrigerated trucks (reefers) transporting ice that arrive at a mobilization center(s) or other delivery site(s) may be staged through (*date*) until specific delivery instructions are provided. USACE, in consultation with FEMA Operations and Logistics, will release the drivers, tractors, and reefers when appropriate. A subsequent MA may be issued for Post-Declaration ice if necessary. MA task orders will be issued for specific personnel requirements, location(s), dates, and duration of assignment(s). All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.

Block V: Cost Estimate and Cost Breakout

Total Cost: <u>$1.4M</u>

$200K	National PRT Activation
$1.2M	Commodity Procurement

Cost Breakout:

$200,000 will activate a team of about 20 personnel for 5 to 7 days. The initial PRT includes an Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, a Mission Manager, a Mission Specialist and a Contracts Specialist at the USACE National Ice District to complete contract actions and required reporting, two Commodity Site Managers, two Data Specialists, and as many as 12 QA personnel situated at the points of first delivery (usually an ISB) to receive the commodity. Staffing levels assumes two sites at 12-hours/day operation.

$1.2M will cover contract costs to purchase, deliver, and unload approximately 100 truckloads of ice (4M pounds in reefers) and include one Operations Manager (from contractor) to coordinate delivery, storage, and unloading. Additional costs for stand-by time and daily operations of reefers are not included in this pre-declaration estimate. One truckload equals 40,000 pounds of ice, and can be expected to serve about 5,000 people (assuming 8 pounds/day/person).

Supporting Info/Notes:

Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA.

Applicable Authorities, Regulations, and Policies:

[Insert all authorities, regulations, and policies for FEMA and OFAs applicable to this PSOW language.**]**

Pre-declaration

PSMA No: XXXXXXXX	**Type:** FOS
Title: USACE ESF #3, National Commodity Team – Pre-Declaration	**Date Approved:** MM/DD/YYYY

Block II: Assistance Requested
Pre-position Commodities Planning and Response Team (PRT) to provide event-specific planning and preparation at the Region/State level as directed by FEMA.

Block IV: Statement of Work
Pre-position Commodities PRT to provide mission planning, training and management support to FEMA at the IMAT/IFO/JFO and staging areas. This support includes distribution planning and training as necessary, also receiving, tracking, reporting, and distributing commodities as directed by FEMA. All necessary support (to include but not limited to DTOS assets if necessary) may be funded under this MA. MA task orders will be issued for specific personnel requirements, location(s), dates, and duration of assignment(s). All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.

Block V: Cost Estimate and Cost Breakout
Total Cost Estimate:

Type 1 Commodities PRT - $800K
- Report and track 50 Points of Distribution
- Assist FEMA with manning for commodities at 3 Staging Areas
- 24 hour operations

Type 2 Commodities PRT - $500K
- Report and track 25 Points of Distribution
- Assist FEMA with manning for commodities at 2 Staging Areas
- 24 hour operations

Type 3 Commodities PRT - $200K
- Report and track 10 Points of Distribution
- Assist FEMA with manning for commodities at 1 Staging Area
- 12 hour operations

ADDITIONAL INFORMATION

Type 1 Commodities PRT - $800K
- $250K - Deployment of PRT includes thirty three (33) personnel and one (1) SME for 4 days.
- $310K - Deployment of forty eight (48) Quality Assurance personnel for 4 days, to support 24 hour activities at 3 staging areas.
- $210K – Deployment of fifty (50) Quality Assurance personnel for 2 days, to support efforts at 50 Points of Distribution.
- $30K – Deployment of one (1) DTOS unit and staff to the staging area to provide voice and electronic communications for the PRT and FEMA Log if necessary.

Type 2 Commodities PRT - $500K
- $165K - Deployment of PRT includes twenty (20) personnel and one (1) SME for 4 days.
- $205K - Deployment of thirty two (32) Quality Assurance personnel for 4 days, to support 24 hour activities at 2 staging areas.
- $100K – Deployment of twenty five (25) Quality Assurance personnel for 2 days, to support efforts at 25 Points of Distribution.
- $30K – Deployment of one (1) DTOS unit and staff to the staging area to provide voice and electronic communications for the PRT and FEMA Log if necessary.

Type 3 Commodities PRT - $200K
- $70K - Deployment of PRT includes eight (8) personnel and one (1) SME for 4 days.
- $65K - Deployment of ten (10) Quality Assurance personnel for 4 days, to support 24 hour activities at 1 staging area.
- $35K – Deployment of ten (10) Quality Assurance personnel for 2 days, to support efforts at 10 Points of Distribution.
- $30K – Deployment of one (1) DTOS unit and staff to the staging area to provide voice and electronic communications for the PRT and FEMA Log if necessary. *[Note: Typically, there are no communications at the staging area unless DTOS assets are available.]*

Supporting Info/Notes:

Applicable Authorities, Regulations, and Policies:

[Insert all authorities, regulations, and policies for FEMA and OFAs applicable to this PSOW language.**]**

Post-declaration

PSMA No: XXXXXXXX	**Type:** DFA
Title: USACE ESF #3, National Water – Post- Declaration	**Date Approved:** MM/DD/YYYY

Block II: Assistance Requested

Activate the National Water Planning and Response Team (PRT) to acquire, transport, and distribute bottled/bulk water.

Block IV: Statement of Work

Implement the Advanced Contracting Initiative, other contracting processes, or other sources to acquire and transport (in coordination with FEMA Operations and Logistics, as appropriate), and distribute bottled/bulk water to the affected areas as directed by FEMA. In some cases, trailers may be left in the field on a rotating basis to serve as distribution sites. USACE, in consultation with FEMA Operations and Logistics, will release the drivers, tractors, and trailers when appropriate. All water will meet the certification requirements of the Federal Government and the State and locality in which the water is being distributed. If an existing Federal or other inventory of water is used, independent testing may be required to certify water quality.

MA task orders will be issued for specific personnel requirements, location(s), dates, and duration of assignment(s). All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.

Block V: Cost Estimate and Cost Breakout

Total Cost: <u>$2.0M</u>

$500K National Water PRT Activation
$1.5M Commodity Procurement

Cost Breakout:

$500K will activate a team of about 23 personnel to cover 24-hour operations for about 2 weeks. The personnel include an Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, a Mission Manager, a Mission Specialist and a Contracts Specialist at the USACE National Water District to complete contract actions and required reporting, two Commodity Site Managers, two Data Specialists, and up to about 12 QA personnel situated at the point(s) of first delivery (usually an ISB) to receive the commodity. Staffing levels assumes two sites equally staffed by National Water personnel as appropriate.

$1.5M will cover contract costs to purchase, deliver, and unload 150 truckloads (2.7M liters) of water and includes one Operations Manager (from contractor) to coordinate delivery, storage, and unloading.

One truckload equals 18,000 liters and can be expected to serve approximately 5,000 people.

Supporting Info/Notes:

Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA.

Applicable Authorities, Regulations, and Policies:

[Insert all authorities, regulations, and policies for FEMA and OFAs applicable to this PSOW language.**]**

Post-declaration

PSMA No: XXXXXXXX	**Type:** DFA
Title: USACE ESF #3, National Ice – Post- Declaration	**Date Approved:** MM/DD/YYYY

Block II: Assistance Requested

Activate the National Ice Planning and Response Team (PRT) to acquire, transport, and distribute packaged ice.

Block IV: Statement of Work

Use the Advanced Contracting Initiative, other contracting processes, or other sources to procure, transport (in coordination with FEMA Operations and Logistics, as appropriate), and distribute packaged ice to the affected areas, as directed by FEMA. In some cases, reefers may be left in the field on a rotating basis to serve as distribution sites. USACE, in consultation with FEMA Operations and Logistics, will release the drivers, tractors, and reefers when appropriate. If an existing Federal or other inventory of ice is used, independent testing may be required to certify its quality. Tracking and monitoring of excess stock must be coordinated with FEMA.

MA task orders will be issued for specific personnel requirements, location(s), dates, and duration of assignment(s).All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.

Block V: Cost Estimate and Cost Breakout

Total Cost: <u>$2.3M</u>

$500K	National Ice PRT
$1.8M	Commodity Procurement

Cost Breakout:

$500K will activate a team of approximately 23 personnel to cover 24-hour operations for about 2 weeks. The personnel include an Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, a Mission Manager, a Mission Specialist and a Contracts Specialist at the USACE National Ice District to complete contract actions and required reporting, two Commodity Site Managers, two Data Specialists, and up to 12 QA personnel situated at the point(s) of first delivery (usually an ISB) to receive the commodity. Staffing levels assumes two sites equally staffed by National Ice personnel as appropriate.

$1.8M will cover contract costs to purchase, deliver, and unload about 150 truckloads of ice (6M pounds) and include one Operations Manager (from contractor) to coordinate delivery, storage, and unloading. Additional costs for stand-by time and daily operations of reefers are not included in this estimate.
One truckload equals 40,000 pounds of ice, and can be expected to serve about 5,000 people (assuming 8 pounds/day/person).

Supporting Info/Notes:

Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA.

Applicable Authorities, Regulations, and Policies:

[Insert all authorities, regulations, and policies for FEMA and OFAs applicable to this PSOW language.**]**

Post-declaration

PSMA No: XXXXXXXX	**Type:** FOS
Title: USACE ESF #3, Commodity Team – Post-Declaration	**Date Approved:** MM/DD/YYYY

Block II: Assistance Requested

Provide Commodities Planning and Response Team (PRT) to support staging areas, as directed by FEMA.

Block IV: Statement of Work

Deploy Commodities PRT to provide commodities mission planning, training and management support to FEMA at the staging areas. Support includes receiving, tracking, reporting, and distributing commodities to the State and/or local distribution points as directed by FEMA. All necessary support (to include but not limited to DTOS assets if necessary) may be funded under this MA.

MA task orders will be issued for specific personnel requirements, location(s), dates, and duration of assignment(s).

All equipment and supply purchases must be coordinated with FEMA. Prior FEMA approval is necessary to ensure reimbursement.

Note: The purpose of the task order is to direct specific activities within the scope of an existing MA. A task order form may be used if no additional funding is needed and the scope of the existing MA is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original MA require the issuance of a new MA.

Block V: Cost Estimate and Cost Breakout

Total Cost: $_____. [Insert to total cost of the work requested.**]**

Cost Breakout:

Type 1 Commodities PRT - $6M
- Report and track 50 Points of Distribution
- Assist FEMA with manning for commodities at 3 Staging Areas
- 24 hour operations

Type 2 Commodities PRT - $3.5M
- Report and track 25 Points of Distribution
- Assist FEMA with manning for commodities at 2 Staging Areas
- 24 hour operations

Type 3 Commodities PRT - $750K
- Report and track 10 Points of Distribution
- Assist FEMA with manning for commodities at 1 Staging Area
- 12 hour operations

ADDITIONAL INFORMATION

Type 1 Commodities PRT - $6M
- $1.8M - Deployment of PRT includes thirty three (33) personnel and one (1) SME for 30 days.
- $2M - Deployment of forty eight (48) Quality Assurance personnel for 30 days, to support 24 hour activities at 3 staging areas.
- $2.1M – Deployment of fifty (50) Quality Assurance personnel for 30 days, to support efforts at 50 Points of Distribution.
- $100K – Deployment of one (1) DTOS unit and staff to the staging area to provide voice and electronic communications for the PRT and FEMA Log if necessary.

Type 2 Commodities PRT - $3.5M
- $1M - Deployment of PRT includes twenty (20) personnel and one (1) SME for 30 days.
- $1.3M - Deployment of thirty two (32) Quality Assurance personnel for 4 days, to support 24 hour activities at 2 staging areas.
- $1.1M – Deployment of twenty five (25) Quality Assurance personnel for 2 days, to support efforts at 25 Points of Distribution.
- $100K – Deployment of one (1) DTOS unit and staff to the staging area to provide voice and electronic communications for the PRT and FEMA Log if necessary.

Type 3 Commodities PRT - $750K - $250K - Deployment of PRT includes eight (8) personnel and one (1) SME for 30 days. - $200K - Deployment of ten (10) Quality Assurance personnel for 4 days, to support 24 hour activities at 1 staging area. - $200K – Deployment of ten (10) Quality Assurance personnel for 2 days, to support efforts at 10 Points of Distribution. - $100K – Deployment of one (1) DTOS unit and staff to the staging area to provide voice and electronic communications for the PRT and FEMA Log if necessary. *[Note: Typically, there are no communications at the staging area unless DTOS assets are available.]*
Supporting Info/Notes: [Insert additional detail to assist in decision making. This section includes information deemed necessary to facilitate the MA process including any applicable policies or authorities. For example, anticipated equipment purchases or other unique capabilities required to perform the statement of work as outlined.]
Applicable Authorities, Regulations, and Policies: **[**Insert all authorities, regulations, and policies for FEMA and OFAs applicable to this PSOW language.**]**

MFR for Verbal Mission Assignment

Memorandum for Record

SUBJECT: FEMA Verbal Mission Local Government Liaison (LGL)

1. On 25 August 2011, verbal funding authority for the following mission assignment has been ordered by Mr. Terry Brown (Operation Chief) FEMA Region 4 for the U.S. Army Corps of Engineers.

   Mission: Local Government Liaison (LGL)

   FEMA Program Code: 7220-SU

   Mission Assignment Number: COE-SAD-05v

   Event and Name Description: Hurricane Irene

   Disaster State (2 letter designation): NC

   Estimated Completion Date: 1 Sep 2011

   Amount Authorized: $65,000

   Total Amount Authorized for the Mission: $65,000

   Federal Approving Official: Terry Brown

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The funding citation is 2011-06-7220-SU. The source appropriation is 70X0702. A written Mission Assignment (MA) will follow up this verbal mission assignment within 3 days.

Gary A Stangeland, TL – ESF3
U.S. Army Corps of Engineers

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY **ACTION REQUEST**	See Reverse for Paperwork Disclosure Notice	*OMB. No. 1660-0047* *Expires November 30, 2007*

I. REQUESTING ASSISTANCE (To be completed by Requestor)

1. Requestor's Name (Please Print)	2. Title	3. Phone No.
4. Requestor's Organization	5. Fax No.	6. E-Mail Address

II. REQUESTED ASSISTANCE (To be completed by Requestor)

1. Description of Requested Assistance:

2. Quantity	3. Priority	☐ Lifesaving ☐ High	☐ Lifesaving Sustaining ☐ Medium	☐ Normal	4. Date and Time Needed

5. Delivery Site Location	6. Site Point of Contact (POC)	
	7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature		10. Date

III. SOURCING THE REQUEST – REVIEW/COORDINATION (Operations Section Only)

1.
- ☐ OPS Review by: _____
- ☐ Log Review by: _____
- ☐ Other Coordination by: _____
- ☐ Other Coordination by: _____
- ☐ Other Coordination by: _____

2.
- ☐ Donations
- ☐ Other (Explain)
- ☐ Requisitions
- ☐ Procurement
- ☐ Interagency Agreement
- ☐ Mission Agreement

3. Immediate Action Required ☐ Yes ☐ No	4. Date	5. Time Assigned
6. Action Request ESF#	7. Assigned to	

IV. STATEMENT OF WORK (Operations Section Only)

1. OFA Action Officer	2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer	5. 24 Hour Phone No.	6. Fax No.

7. Justification/Statement of Work

8. Estimated Completion Date	9. Cost Estimate

V. ACTION TAKEN (Operations Section Only)

☐ Accepted ☐ Rejected ☐ Accountable Property Coordinated with APO

Disposition

TRACKING INFORMATION (FEMA Use Only)

ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	☐ Originated as verbal

FEMA Form 90-136, NOV 04

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to be 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. Obligations to respond to this form is required to obtain or retain a benefit. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0047). **NOTE Do not send your completed form to this address.**

INSTRUCTIONS

Items on the Action Request form that are not specifically listed are self-explantory. Indicate "see attached" in any field for which additional space or information is required.

I. Who is requesting assistance? Completed by requestor.

II. What needs to be done? Completed by requestor.

Description of Assistance Requested: Detail of resource shortfalls, statement of deliverable, or simply state problem/need.

Priority: The requestor's priority, which may differ from the priority in Box **III.**

Site POC: The person at the delivery site coordinating reception and utilization of the requested resources. 24-hour contact information required.

If for DFA or TA, State Approving Official: Signature certifies that:

(1) State and local governments cannot perform, nor contract for the performance of the requested word;
(2) Work is required as a result of the event, not a pre-existing condition; and
(3) The State is providing the required assurances found in 44 CFR, 206,208.

III. Action Review/Coordination (OPS Section Use Only): Completed by the Operations Section Chief.

Accept/Reject: Operations Section Chief accepts or rejects the request; provide reason if rejection. If request accepted, coordination with others, i.e., Log, ESFs, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.

Assigned to: Operations Section Chief assigns tasked origination. Operations Section Chief may also indicate the Action Officer if known, or the tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e., Logistics), or other organization.

Date/Time Assigned: Operations Section Chief provides date and time.

Priority: FEMA Operations Section Chief-assigned priority, may be different than Section **II.**

FEMA P.O.: Provided by Operations Section Chief; a Region PFT; 24-hr phone/fax required. Information used in NEMIS.

OFA Action Officer: Ops Section Chief obtains from OFA if request fulfilled by a MA; 24-hr phone/fax required. Information used in NEMIS.

Justification/Statement of Work: Description of task to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action. If 61-1, 40-1, or MA, this goes in "justification" tab in NEMIS.

IV. Action Taken (OPS Section Use ONLY): Completed by Ops Section Chief, MAC, Logistics.

Action Request Results: Ops Section Chief, MAC, or LOG should note what type of document the action resulted in by "checking" the appropriate box; i.e., Mutual Aid, Donations, Requisition, Procurement, IA, MA, Other. If "Other" is selected write in appropriate response or state "see below" and give detail description in "Disposition" field. "Disposition" field should note stepts taken to complete the Action, and personnel, sub-tasked agencies, contracts ond other resources utilized.

TRACKING INFORMATION. Completed by Action Tracker. Required for all request.

Ice Testing Requirements

Reference Ice contract, Section E.2 Inspection and Testing Data

Coordination has been made with appropriate public health agencies to establish protocol for Federal testing requirements of the ice product. Agencies involved in the establishment of testing requirements included the following:

U.S. Army Corps of Engineergs (USACE)
Environmental Protection Agency (EPA)
Public Health Service (PHS)
Center for Disease Control (CDC)

The conclusion of the coordination efforts were that, based on vendor certification and quality assurance requirements in the SOW, the delivered ice should be assumed to be good. The SOW requires the vendor to deliver a pure product and based on the above, additional testing of the ice beyond the requirements contained in the SOW will not be a Federal requirement, unless there is reason to suspect that the product has been exposed to conditions which could potentially result in product contamination.

Ice will be tested for fecal and/or total coliform organism and Heterotrophic Plate Count (HPC). Total coliform shall not be greater than 2.2 organisms/100 ml using the Most Probable Number (MPN) method and not greater than 1 organism/100 ml using the Membrane Filtration (MF) method, as specified by the Packaged Ice Association (PIA). The HPC shall not exceed 500 colonies/ml.

Memorandum for Record: 7 June 1999

Subject: Conference Call To Establish Ice Testing Requirements

1. Purpose: A conference call was held on Friday, 4 June 1999 to discuss the establishment of testing procedures required for ice delivered during periods of emergency response immediately following a significant disaster event. Prior to the call, a draft scope of work (SOW) was distributed to all participants which detailed the quality control measures proposed for inclusion in a national contract for the purchase and delivery of ice to disaster victims.

2. Participants:

Participants included:

Ron Burger, CDC
Mark Gonitzek, PHS
Gary Pierce, FDA
Shelly Davis, FDA
Mark File, FDA
Gordon Golf, EPA
Bill Bokey, EPA
David Harris, COE

3. Summary

Mr. Harris briefly discussed the purpose of the conference call and proposed quality assurance measures contained in the contract scope of work. It was noted that the desired result of the conference call was to establish testing procedures should testing be required and to determine the requirement for testing in consideration of proposed quality control measures. Proposed quality control measures include:

Requirement for all plants to be fully certified by appropriate state and federal agencies.

Requirement to use public water system for ice production.

Requirement to clean and sanitize all transportation containers.

Requirement to package bagged ice in waxed cardboard boxes using hardwood or plastic pallets.

Ms. Davis noted that ice is not regulated like bottled water and that FDA does not have specific regulations for ice. Subsequent discussions however, concluded that the distributed ice was likely to be consumed. Mr. Gordon stated that the ice should meet the same standards as water and that he would provide the water standards to the Corps of Engineers (COE). Mr. File indicated the COE should specify these standards in paragraph C.4.0.3 of the SOW, and they should be the standards used in random sample testing. It was also noted that EPA does not certify testing labs and that the SOW should be revised to require use of state labs, or labs approved by state health agencies. Mr. Burger noted that regardless of testing requirements agreed upon by the Federal representatives participating in the call, individual states and/or local governments may still require testing.

4. Conclusions:

The conclusion of the conference call participants were that, based on vendor certification and quality assurance requirements in the SOW, the delivered ice should be assumed to be good. The SOW requires the vendor to deliver a pure product and based on the above, additional testing of the ice beyond the requirements contained in the SOW will not be a Federal requirement, unless there is reason to suspect that the product has been exposed to conditions which could potentially result in product contamination.

A follow-up conference call will be held at 0900 hours on 9 June 1999 to confirm contents of this memorandum.

Respectively submitted,

David C. Harris
Corps of Engineers

Water Testing Requirements

1. Quality Control and Quality Assurance: The Contractor is responsible for controlling the quality of supplies provided or services performed under this contract and tendering to the Government for acceptance only those supplies or services that conform with the requirements of this contract. In addition, the Contractor must ensure and maintain substantiating evidence that vendors or suppliers of raw materials, parts, components, etc., have an acceptable quality control system and that the supplies or services conform to contract quality requirements, and furnish such information to the Government as required. Contract Clause 52.246-2 requires the Contractor to provide and maintain an inspection system acceptable to the Government covering supplies provided under this contract. The Contractor shall submit and shall readily maintain a Quality Control Plan, to include a complete description of the inspection system as described in Clause 52.246-2, to the Contracting Officer for review and approval within five (5) calendar days from award of the contract. Clause 52.246-2 is included below.

All water shall be produced, packaged, labeled, transported, stored and handled in accordance with Title 21, Code of Federal Regulations, Parts 101, 110, 129 and 165 and all other applicable Federal, state, and local laws and regulations. Any deviation must be authorized in writing by the Contracting/Ordering Officer.

2. Water Certification and Testing Results: The Contractor must maintain an inspection system that ensures the quality of bottled water to be provided under this contract. This requirement shall be satisfied by the Contractor obtaining copies of applicable certificates, licenses, notifications, permits, appraisals, inspection reports; annual chemical, physical and radiological analysis of source water; and results of any other testing of source water and bottled water from each bottled water producer from which bottled water is to be purchased under this contract. The contractor shall maintain these records throughout the term of this contract. The Contracting/Ordering Officer may request the Contractor to provide copies of this data on any or all bottled water subcontractors, at any time during the term of this contract. When requested, the Contractor shall provide this data within six (6) hours of such request by facsimile, email, or other means, unless the Contracting/Ordering Officer authorizes a different time period.

3. Bottled Water Certification Documentation: In addition to the product certification requirements in paragraph 2, upon issuance of a Delivery Order for bottled water, the Contractor shall obtain weekly bacteriological analysis of source water and product samples, the date of production and the date of expiration of the bottled water supplied under this contract. The Contractor shall maintain these records until completion and acceptance by the Government of all bottled water deliveries. The Contracting/Ordering Officer may request the Contractor to provide copies of this data, at any time during the performance of the Delivery Order, from any or all of the subcontractors providing bottled water under this contract. When requested, the Contractor shall provide this data within six (6) hours of such request

by facsimile, email, or other means, unless the Contracting/Ordering Officer authorizes a different time period.

4. FDA Hold Notification: If the Contractor or its subcontractors receive notification from the United States Food and Drug Administration (FDA) that a shipment of bottled water has not been released for distribution, the Contracting/Ordering Officer shall be notified immediately. The Government will not be liable for any expenses or losses incurred by the Contractor due to such notifications. Before the Government will accept such a shipment of bottled water, it will be the responsibility of the Contractor to provide and forward a copy of the release notification from the FDA to the Ordering Officer.

5. OCONUS Considerations: The Government may order water produced to local standards for OCONUS locations. Water produced to Environmental Protection Agency (EPA) local standards may only be distributed for consumption within that island location, other islands within that island chain, or other island chains with identical EPA local standards. In order to assure that each pallet of water produced to EPA local standards for OCONUS locations is readily identifiable; the lettering shall be a minimum of 2" in height and shall be in all capital letters. Labels shall be placed under the interior of the outer-most layer of stretch-wrap. Labels are required on at least two sides of all pallets of bottled water.

6. 52.246-2 INSPECTION OF SUPPLIES--FIXED-PRICE (AUG 1996)

(a) Definition. "Supplies," as used in this clause, includes but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering supplies under this contract and shall tender to the Government for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with contract requirements. As part of the system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the Government during contract performance and for as long afterwards as the contract requires. The Government may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in a manner that will not unduly delay the contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under the contract.

(c) The Government has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The Government shall perform inspections and tests in a manner that will not unduly delay the work. The

Government assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in this contract.

(d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the government shall bear the expense of Government inspections or tests made at other than the Contractor's or subcontractor's premises; provided, that in case of rejection, the Government shall not be liable for any reduction in the value of inspection or test samples.

(e)(1) When supplies are not ready at the time specified by the Contractor for inspection or test, the Contracting Officer may charge to the Contractor the additional cost of inspection or test.

(2) The Contracting Officer may also charge the Contractor for any additional cost of inspection or test when prior rejection makes re-inspection or retest necessary.

(f) The Government has the right either to reject or to require correction of nonconforming supplies. Supplies are nonconforming when they are defective in material or workmanship or are otherwise not in conformity with contract requirements. The Government may reject nonconforming supplies with or without disposition instructions.

(g) The Contractor shall remove supplies rejected or required to be corrected. However, the Contracting Officer may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and, when required, shall disclose the corrective action taken.

(h) If the Contractor fails to promptly remove, replace, or correct rejected supplies that are required to be removed or to be replaced or corrected, the Government may either (1) by contract or otherwise, remove, replace, or correct the supplies and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Contracting Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.

(i)(l) If this contract provides for the performance of Government quality assurance at source, and if requested by the Government, the Contractor shall furnish advance notification of the time (i) when Contractor inspection or tests will be performed in accordance with the terms and conditions of the contract and (ii) when the supplies will be ready for Government inspection.

(2) The Government's request shall specify the period and method of the advance notification and the Government representative to whom it shall be furnished. Requests shall not require more than 2 workdays of advance notification if the Government representative is in residence in the Contractor's plant, nor more than 7 workdays in other instances.

(j) The Government shall accept or reject supplies as promptly as practicable after delivery, unless otherwise provided in the contract. Government failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability on the Government, for nonconforming supplies.

(k) Inspections and tests by the Government do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.

(l) If acceptance is not conclusive for any of the reasons in paragraph (k) hereof, the Government, in addition to any other rights and remedies provided by law, or under other provisions of this contract, shall have the right to require the Contractor (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor's plant at the Contracting Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Contracting Officer; provided, that the Contracting Officer may require a reduction in contract price if the Contractor fails to meet such delivery schedule, or (2) within a reasonable time after receipt by the Contractor of notice of defects or nonconformance, to repay such portion of the contract as is equitable under the circumstances if the Contracting Officer elects not to require correction or replacement. When supplies are returned to the Contractor, the Contractor shall bear the transportation cost from the original point of delivery to the Contractor's plant and return to the original point when that point is not the Contractor's plant. If the Contractor fails to perform or act as required in (1) or (2) above and does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the Government shall have the right by contract or otherwise to replace or correct such supplies and charge to the Contractor the cost occasioned the Government thereby.
(End of clause)

Bulk Water Consideration

1. The preferred method of providing water to disaster victims is by bottled water because the containers are usually stronger, easier to carry, and reduce opportunity for disease transmission as the water is consumed in a shorter period of time. In addition, a nationwide contract is already in place to provide the bottled water and FEMA stocks their Distribution Centers with an initial response resource of bottled water. The amount in storage varies as it is used and procured on a random basis.

2. Situations may arise where the Corps will be tasked with providing bulk water either for consumption or shower/washing facilities. Quality assurance is essential to the success of these types of missions. Several options for providing bulk water are available:

a. The USACE preferred method for providing bulk water for public distribution for consumption is through our ACI contractor. The use of this contract allows us to place the burden of testing of both water and tanker trucks on the contractor.

b. ESF #1 (DOT & FEMA) can provide tank trucks for hauling bulk water and/or use at distribution points. These trucks would normally be rented through the National Transportation contract, which FEMA now controls. If a tank truck is used for distribution, it must be food grade, and it should be fitted with a means of distribution. Usually this is accomplished with a pipe manifold containing at least six hose bibs for individuals to fill containers. Some of the truck vendors can supply the pipe manifold. ESF #8, Health & Medical Services, can work with the appropriate state agency to locate safe public water systems for refilling the trucks and to determine the testing requirements necessary.

c. The military and National Guard have water buffaloes that can be used at distribution points. Water buffaloes and fixed tanks are easily refilled using tank trucks.

d. Mobile Potable Water Treatment Systems and/or Reverse Osmosis Water Purification Units (ROWPU) can purify large quantities of water from existing sources in the disaster area. Units are available for purchase or lease commercially or may be government furnished. Government furnished ROWPUs include those available from military (active and National Guard) units. A military ROWPU detachment is typically equipped with ten ROWPUs, each capable of producing 3,000 gallons of potable water per hour. Detachments are typically equipped with a two (2) million gallon storage capability and equipment to pipe water up to approximately 20 miles. Access to National Guard ROWPUs is through the State. The state is responsible for Mobilizing their National Guard ROWPUs. Any requirement for active military ROWPUs should be coordinated at the JFO by the ESF #3 Action Officer to the DCO.

3. A distinction needs to be made between the normal water requirements for all purposes used by a population and emergency potable water supplies required to support life. The water mission is mainly concerned with the emergency supply, until normal supplies and distribution systems can be re-established following a disaster. The emergency supply is normally supplied in bottles. This supply can be supplemented with bulk supplies and with non-potable supplies for uses other than drinking (e.g. Sanitation).

4. The following are rules of thumb for estimating the daily amount of bulk water needed for various purposes:

- 10-16 gallons/person in field hospitals.
- 5-8 gallons/person in mass feeding centers.
- 4-5.5 gallons/person in temporary shelters and camps.
- 10 gallons/person in washing installations.

5. Special Considerations.

a. During the first seven (7) days following the disaster, anticipate meeting requirements using 100% bottled water.

b. Consider using .5 to 1.5 liter bottles because the containers are usually stronger, easier to carry, and reduce opportunity for disease transmission because they are used for a shorter period. Container should be polyethylene terephthalate (PET) to minimize breakage.

c. If one (1) gallon containers are used, assume a 25 percent loss factor due to broken containers. One (1) gallon containers have been susceptible to crushing and handling damage.

d. Federal/state certification of bulk water source and carriers. For example: In the Virgin Islands, commercial water sources and water haulers are certified on an annual basis by the Department of Natural Resources (DPNR). Haulers must display a black sticker provided by DPNR on the tank. In Puerto Rico, no specific water certification process exists, however, the U.S. Army inspects and certifies sources of water and water processing plants on an annual basis.

e. Determine if tank trucks will offload immediately or if the tanks will be needed for an extended period.

f. The nationwide contract specifically requires that all bottled water purchased meet Food and Drug Administration (FDA) certification as well as any State certifications necessary. For that reason, additional testing of bottled water

is not normally required. (See other appendix for FDA letter relative to testing of bottled water).

g. ESF #8, Health & Medical Services, may assist in coordination of any bulk/bottled water testing that may be required. While they may not be able to do the actual testing, they can provide information on contacting labs to perform the testing. For bulk water, ESF#8 can assist in coordinating with the state to determine safe public water systems for filling tanker trucks.

h. Each state may have its own testing requirements in addition to FDA requirements. The appropriate state agency in charge of regulating bottled water should be contacted to determine their requirements. The International Bottle Water Association (IBWA) at 1-800-928-3711 or 703-683-5213, which represents 85 percent of all water bottlers in the United States, maintains a list of points of contacts within each state. They also can be reached on the Internet at http://www.bottledwater.org

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Food and Drug Administration
Washington DC 20204

July 7, 2000

Rudy L. Garcia
Territory Logistics Center-East
4552 North 2nd Street
Building 212, Fort Gillem
Forest Park, Georgia 30297

Dear Mr. Garcia:

This is in response to your May 30, 2000, Email requesting the Food and Drug Administration's (FDA's) position on whether or not bottled water has an expiration date.

The FDA has not established regulations that require declaration of an expiration date on labeling of bottled water products. FDA believes that, in general, a bottled water product that is produced in accordance with the current good manufacturing practice requirements contained in Title 21 of the Code of Federal Regulations, part 129 (21 CFR part 129) and that meets the quality standard regulations for bottled water contained in 21 CFR § 165.110(b) would have an indefinite shelf-life, provided that the integrity of the product (e.g., it's packaging) has not been compromised during transportation or storage that can result in product contamination. We note, however, that aesthetic quality of a bottled water product may be affected depending on the length and condition of storage.

We hope our response is helpful.

Sincerely yours,

Henry Kim, Ph.D.
Acting Chief
Regulatory Policy Branch
Division of Plant Product Safety
Office of Plant and Dairy Foods
and Beverages
Center for Food Safety
and Applied Nutrition

DEPARTMENT OF HEALTH AND HUMAN SERVICES • Public Health Service

Food and Drug Administration
Washington, DC

July 9, 1999

Marjorie L. DeBrot
Chief, Emergency Management Branch
Construction-Operations Division
Kansas City District, Corps of Engineers
Department of the Army
700 Federal Building
Kansas City, Missouri 64106-2896

Dear Ms. DeBrot:

This is in response to your letter dated, June 28, 1999, concerning bottled water. You asked for confirmation that there is no current FDA regulation regarding expiration dates or shelf life of bottled drinking water. You also asked for guidance or suggestions regarding the safe storage of bottled water, as well as when testing of stored water might be appropriate, i.e., testing criteria and frequency.

There are no FDA regulations concerning the shelf life of bottled water. However, in FDA's GMP regulation for bottled water in § 129.80(h), we require that all records required by part 129 be maintained at the plant for not less than 2 years. Most bottled water sold commercially would be consumed within this period of time. Water can be stored for more than two years. However, the effects of packaging should be taken into consideration if water is stored for long periods of time (i.e., several years or more).

I hope this is helpful. If you have additional questions, do not hesitate to contact me at 202-205-5023.

Sincerely,

Shellee Anderson

Shellee Anderson
Consumer Safety Officer
Office of Plant and Dairy Foods
and Beverages

Water/Ice Vendor Information

Water and Ice vendor listings are available in ENGLink 1, and should be used to obtain vendor POC information regarding vendors. ENGLink 1 is located on the web at the following address https://englink.usace.army.mil/. Hover over "TOOLS" on the Blue Bar menu, then go down to "Vendors".

An alternate way to get to the vendor list in ENGLink is to click on the "Search" tab on the Main Page (left side), and then click on the appropriate type of vendor.

Tracking Sheets

(Electronic files are attached to this document are only available in the electronic version of the SOP. One page documents follow herein.

POD Daily Order-Use Sheet
(Follows and attached)

QAS POD Order-Use Summary Sheet
(Follows and attached)

Truck Tracking Sheet (Handwritten)
(Follows and attached)

Total Truck Tracking Sheet
(Attached only)

POD Daily Order-Use Sheet----QA NAME_____

POD Name

Address

County/Parish

GPS Coordinates

POC

POC Telephone

	Received Last 24			Distributed Last 24			On-Hand			Order for Tomorrow		
Date	Ice	Water	MRE	Ice	Water	MRE	Ice	Water	MRE	Ice	Water	MRE

QA Supv POD Order-Use Summary Sheet for Date_____

	Received Last 24			Distributed Last 24			On-Hand			Order for Tomorrow		
POD Name	Ice	Water	MRE	Ice	Water	MRE	Ice	Water	MRE	Ice	Water	MRE

Staging Area - POD Truck & Trailer Tracking Sheet----------QA NAME:_____

Location: _____
Address: _____
County/Parish: _____
GPS Coordinates: _____
POC: _____
POC Telephone: _____

Date	**Truck #**	**Trailer #**	**Bill of Lading #**	**Commodity**	**Quan(liters)**	**Quan(lbs)**
Odometer	**Date/Time Arrived**	**Arrived From**	**Date/Time Depart**	**Depart To**		
Date	**Truck #**	**Trailer #**	**Bill of Lading #**	**Commodity**	**Quan(liters)**	**Quan(lbs)**
Odometer	**Date/Time Arrived**	**Arrived From**	**Date/Time Depart**	**Depart To**		
Date	**Truck #**	**Trailer #**	**Bill of Lading #**	**Commodity**	**Quan(liters)**	**Quan(lbs)**
Odometer	**Date/Time Arrived**	**Arrived From**	**Date/Time Depart**	**Depart To**		
Date	**Truck #**	**Trailer #**	**Bill of Lading #**	**Commodity**	**Quan(liters)**	**Quan(lbs)**
Odometer	**Date/Time Arrived**	**Arrived From**	**Date/Time Depart**	**Depart To**		
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Odometer	**Date/Time Arrived**	**Arrived From**	**Date/Time Depart**	**Depart To**		
Date	**Truck #**	**Trailer #**	**Bill of Lading #**	**Commodity**	**Quan(liters)**	**Quan(lbs)**
Odometer	**Date/Time Arrived**	**Arrived From**	**Date/Time Depart**	**Depart To**		

Supported District ENGLink Situation Report (SITREP) Information.

FEMA Mission Status – Water, Ice or Commodities (Mission No.).

(1) Funds Authorized.
(2) Revised Authorization Date.
(3) Funds Committed.
(4) Funds Obligated.
(5) Funds expended.
(6) Funds Available for Commitment
(7) PODS Currently Open
(8) PODs to open tomorrow
(9) PODs to close tomorrow
(10) Total personnel assigned to mission

U.S. Army Corps of Engineers - Readiness Program
Planning and Response Team
Statement of Understanding

This statement of understanding provides general conditions for persons assigned to the U.S. Army Corps of Engineers Planning and Response Teams (PRT) for emergency operations. Persons on the PRT may find:

λ That performing those duties may involve working in a stressful environment and under adverse conditions.

λ That they must be prepared to deploy within six (6) hours of notification after the PRT has been activated.

λ ***That deployment can result from any type of catastrophic event such as an earthquake, hurricane, tornado, bombing, etc., and be for a minimum of 45 days in duration, dependent upon the situation.***

λ That deployment may require travel on military aircraft.

λ That they will be required to undergo a one-week training for initial qualification and periodic re-certification as scheduled by the U.S. Army Corps of Engineers Readiness Support Center.

λ That they may be called to participate in exercises or other training activities.

λ That they maintain any issued supplies and equipment in serviceable condition and readily accessible for deployment.

PRT Member Agreement	Personal Data
I, the undersigned, agree to be a member of the PRT and have read and understand the conditions stated above and that I will notify my Emergency Management Office of any change in status, duty station, physical/mental condition, address or telephone numbers: PRT: PRT Position: Name (type or print): Date Signed: Signature:_____	SSN: Job Title: Job Series/Grade: Office Symbol: Office Phone/Fax Home Phone Address:

Supervisor's Concurrence	Commander's Approval
I understand the conditions by which the above individual and organization may have to endure and concur in his/her participation on the PRT. Name: Title: Grade (or Rank) Date Signed: Signature:_____ Division Chief: _____	I understand the conditions by which the above individual and organization may have to endure and approve his/her participation on the PRT. Signature: _____ Date Signed:

Ice And Water Quick Facts

WATER

Water ACI contractor is IAP Worldwide Services, 413 Western Lane, Irmo, SC. 29063.

A standard truck carries 18,000 liters of water and serves approximately 5,000 people per day (3.6 liters per day per person).

Conversion factor for converting gallons to liters is 1 gallon equals 3.79 liters.

The water is packaged in single-service polyethylene terephthalate (PET) bottles with flat caps. Bottles may vary in size from 12 ounces to 1.5 liters (24-ounces preferred).

Excerpts from the Water Contract: W912WJ-08-D-0001, 2008 thru Mar 31, 2013 (If options are implemented)

C.3.3.4 Packaging of Shipping Cases: Bottled water shall be packed in cases with a cardboard bottom, which shall be individually shrink-wrapped and shall be shipped on industry standard size pallets (48 inches by 40 inches). Pallets of bottled water will be fully covered on all four sides with a minimum of a double layer of stretch-wrap. The stretch wrap shall be placed so that it overlaps the top on all four corners a minimum of four inches. Pallets shall be hardwood and designed for pickup from all four sides. Due to the many unknown circumstances which can arise during disaster response and recovery, it is possible that the water may be moved several times, may be double-stacked for storage, and may be stored outside, with no protection, in all types of weather as well as stored in warehouses. The Contractor shall ensure that the bottled water containers are packaged to withstand such handling as well as severe climatic conditions.

C.3.3.7 Transportation: The Contractor shall comply with all applicable federal, state, and local laws and regulations in the transportation of bottled water. At no time will the Contractor exceed applicable legal weight limits in transporting bottled water. During transportation, if the cases of water are not in contact with the trailer sides, the Contractor is to provide dunnage, or bracing on the sides, front and back so that the pallets of bottled water are supported on all four sides and cannot shift during transportation. Loads that have shifted and cannot be readily offloaded by forklift may be rejected in their entirety at the discretion of the Government. For each delivery, the Contractor shall provide a Delivery Information Sheet, bill of lading or manifest, which includes at least the information shown in Table 2, Delivery Information Sheet.

C.3.3.8 Delivery Orders for Bottled Water Delivered (CONUS): The Government will order bottled water in multiples of standard industry truckloads,

approximately 18,000 liters per truck. The Contractor shall deliver bottled water in the quantities specified, to the delivery sites specified, and at the times specified in Delivery Orders for timely delivery. The Contractor shall not ship more than 18,000 liters per truckload without prior written authorization of the Contracting Officer. At no time will the Contractor exceed applicable legal weight limits in transporting bottled water. Payment for bottled water will be at the CLIN price for the actual number of liters delivered up to a maximum of 18,000 liters per truckload unless the Contracting Officer has authorized exceeding the 18,000 liters per truckload limit in writing.

C.3.3.9 Delivery Orders for Bottled Water Delivered and Unloaded (OCONUS): The minimum quantity ordered for any day to a delivery site will be 36,000 liters. The cost of providing bottled water to OCONUS locations could vary greatly depending on the water source and method of transportation. For this reason, bottled water for OCONUS locations is being priced as follows:

Locally procured bottled water and ground transportation;
Bottled water procured outside the specific OCONUS location and air transportation; and
Bottled water procured outside the specific OCONUS location and ocean transportation.

The Government recognizes that there may be limited sources and quantities of locally produced bottled water at some OCONUS locations and that these sources may be unavailable following a major disaster. The current quantity of locally produced bottled water available and the daily amount that can be produced and provided will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order for locally procured bottled water and ground transportation. For ground deliveries, the Contractor shall deliver and unload bottled water at the specified delivery site(s) within the confirmed time period specified for timely delivery. For air deliveries, the Government recognizes that there may be limited military or commercial runways and flight time available following a major disaster. The availability of aircraft and flight schedules will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order for bottled water procured outside the specific OCONUS location and air transportation. The Contractor shall deliver and unload bottled water at the specified military or commercial airport within the confirmed time period specified for timely delivery. The Government also recognizes that additional lead-time is required for sea transportation. Shipping schedules and lead-time will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order for bottled water procured outside the specific OCONUS location and ocean transportation. For sea deliveries, the Contractor shall deliver and unload bottled water at the specified military or commercial seaport within the confirmed time period for timely delivery.

C.3.3.12.1 Orders for Daily Quantities of 720,000 Liters or Less: For CONUS orders of 720,000 liters (40 truckloads) or less, of bottled water per day, delivery of the full ordered quantity within 24 hours from issuance is required for substantial performance of the contract.

C.3.3.12.2 Orders for Daily Quantities of More Than 720,000 Liters: For CONUS orders in excess of 720,000 liters (40 truckloads) of bottled water per day, delivery amounts required for substantial performance of the contract are shown below.

1. Within 24 hours from issuance of Delivery Order, 720,000 liters (40 truckloads).

2. Between 24 hours and 48 hours from issuance of Delivery Order, 1,800,000 liters (100 truckloads) or, if less, the remaining quantity scheduled for delivery.

3. After 48 hours from issuance of Delivery Order, 3,600,000 liters (200 truckloads) daily or, if less, the remaining quantity scheduled for delivery.

4. For subsequent orders placed at least 48 hours prior to the first scheduled delivery, substantial performance will be 3,600,000 liters (200 truckloads) daily until the order is fulfilled.

C.3.3.12.3 For OCONUS orders to Juneau, Fairbanks and Anchorage, Alaska; Puerto Rico; the US Virgin Islands; the Islands of Oahu, Hawaii, Maui, and Kauai, in the State of Hawaii; Guam; Northern Mariana Islands, Island of Saipan; American Samoa, Pago Pago, Island of Tutuila; Federated States of Micronesia, Island of Pohnpei; and Republic of the Marshall Islands, Island of Majuro: In accordance with paragraph **C.3.3.9**, the quantity and or schedule of OCONUS bottled water deliveries will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order. The Contractor must deliver a minimum of 75 percent of the daily quantity ordered to meet the requirements of substantial performance of the contract.

ICE

A standard pallet of ice contains 2,000 pounds of ice. The approximate dimensions are 48” wide by 40” long by 84” high (4’x4’x7’).

A standard refrigerated trailer (reefer) holds approximately 1,000 pounds of ice per linear foot of trailer length. All reefers should be considered to hold 40,000 lbs of ice unless better information is known.

Example - 40’ Long Trailer holds: (40 ft) x (1,000 lbs/ft) = 40,000 lbs.

A C-5 military transport plane can carry two 40’ reefers (on trailers). Only Sealand reefers (on trailers) can fit into the C-5 due to their low vertical clearance.

An Antinov 124 commercial transport plane can carry two 40’ reefers (on trailers). Antinovs can carry any type of commercial reefers.

Most over-the-road commercial reefers have electric refrigeration units with diesel-powered generators. A reefer can be powered for approximately 24 hours per tank of diesel fuel. Most commercial reefers have two diesel fuel tanks.

Reefers commonly shipped by barge often do not have generators, but instead are plugged into a diesel power pack (capable of supplying power to approximately 20 reefers) or to industrial shore power (usually 3-phase power). If over-the-road reefers are to be shipped by barge, it is imperative to ensure that the refrigeration unit on the reefer is compatible with the power system on the barge.

List Of Acronyms

ACRONYM		TERM
AAR	-	After Action Report / After Action Review
ABO	-	Army Budget Office
ACI	-	Advanced Contracting Initiative
ADP	-	Automatic Data Processing
AMC	-	Air Mobility Command
AO	-	Action Officer
AOR	-	Area of Responibility
APWA	-	American Public Works Association
AR	-	Army Regulation
ARC	-	American Red Cross
ARF		Action Request Form
ARNG	-	Army National Guard
ATL		Assistant Team Leader (ESF#3)
BCR	-	Benefit to Cost Ratio
BN	-	Battalion
BNCOC	-	Battalion Combat Operations Center
BOM	-	Bill of Materials
C2	-	Command and Control
CAT	-	Crisis Action Team
CCIR	-	Commander's Critical Information Requirements
CDRG	-	Catastrophic Disaster Response Group
CDRP	-	Catastrophic Disaster Response Plan
CDS	-	Commodities Data Specialist
CEFMS	-	Corps of Engineers Financial Management System
CENTCOM	-	Central Command
CMT	-	Crisis Management Team
CO	-	Construction-Operations Division
COG	-	Continuity of Government
CONPLAN	-	Concept Plan
CONUS	-	Continental United States
COOP	-	Continuity of Operations
COR	-	Contracting Officer's Representative
CS	-	Contracting Specialist
CSM	-	Commodities Site Manager
CT	-	Contracting Division
CW	-	Civil Works
DA	-	Department of the Army
DAC	-	Disaster Application Center

DAP	-	Division Action Plan
DAS	-	Director of Army Staff
DC	-	District Command
DCE	-	Defense Coordinating Element
DCO	-	Defense Coordinating Officer
DCW	-	Director of Civil Works
DD	-	Defense Directive
DDE	-	Deputy District Engineer
DE	-	District Engineer
DFAR	-	Defense Federal Acquisition Regulations
DMAT	-	Disaster Medical Assistance Team
DOD	-	Department of Defense
DOE	-	Department of Energy
DOMS	-	Directorate of Military Support
DOT	-	Department of Transportation
DQ	-	ADP Workcode for Supporting District (92X3125)
DRM	-	Disaster Recovery Manager
DRTF	-	Disaster Response Task Force
DSR	-	Damage Survey Report
DTOS	-	Deployable Tactical Operations System
DZ	-	ADP Workcode for Disaster District (96X3125)
EC	-	Engineer Circular
ECA	-	Evaluation and Corrective Action
ECCV	-	Emergency Command and Control Vehicle
EEI		Essential Elements of Informantion
EFO	-	Emergency Field Office
EICC	-	Emergency Information & Coordination Center
EM	-	Emergency Management
EN	-	Engineering Division
ENCOM	-	Engineer Command
EO	-	Executive Order
EOC	-	Emergency Operations Center
EPA	-	Environmental Protection Agency
EPLO	-	Emergency Planning Liaison Officer
ER	-	Engineer Regulation
ERS	-	Emergency Relocation Site
ERT	-	Emergency Response Team
ERT-A	-	Emergency Response Team - Advanced
ERT-N	-	National Emergency Response Team
ERV	-	Emergency Response Vehicle
ESF	-	Emergency Support Function
ESF#1	-	Transportation
ESF#2	-	Communications
ESF#3	-	Public Works and Engineering
ESF#4	-	Fire Fighting

ESF#5	-	Emergency Management
ESF#6	-	Mass Care, Housing, and Human Services
ESF#7	-	Resources Support
ESF#8	-	Public Health and Medical Services
ESF#9	-	Urban Search and Rescue
ESF#10	-	Oil and Hazardous Materials Response
ESF#11	-	Agriculture and Natural resources
ESF#12	-	Energy
ESF#13	-	Public Safety and Security
ESF#14	-	Long-Term Community Recovery and Mitigation
ESF#15	-	External Affairs
ESSV	-	Emergency Support and Service Vehicle
EST	-	Emergency Support Team
ETOC	-	Emergency Tactical Operations Center
EUCOM	-	European Command
EUD	-	European Division
EWP	-	Emergency Water Program
FAR	-	Federal Acquisition Regulations
FAsT	-	Field Assessment Team
FC&CE	-	Flood Control and Coastal Emergencies (Appropriation 96X3125)
FCO	-	Federal Coordinating Officer
FCW	-	Flood Control Works
FEMA	-	Federal Emergency Management Agency
FHA	-	Federal Housing Authority
FLSA	-	Fair Labor Standards Act
FM	-	Field Manual
FOG	-	Field Operations Guide
FORSCOM	-	Forces Command
FRAGO	-	Fragmentation Order
FSB		Federal Support Base
FTE	-	Full Time Equivalent
GAR	-	Governor's Authorized Representative
GBL	-	Government Bill of Lading
GE	-	General Expense (Appropriation 96X3124)
GFE	-	Government Furnished Equipment
GIS	-	Geographic Information System
GPS	-	Global Positioning System
GSA	-	General Services Administration
HAP	-	Headquarters Action Plan
HHS	-	Health and Human Services
HMGP	-	Hazard Mitigation Grant Program

HMT	-	Hazard Mitigation Team
HQ	-	Headquarters
IAAT		Independent Assistance and Assessment Team
ICS	-	Incident Command System
ID/IQ	-	Indefinite Delivery / Indefinite Quantity
IDT	-	Indefinite Delivery Type
IFB	-	Invitation for Bids
IFGP	-	Individual and Family Grant Program
IM	-	Information Management
IMA	-	Individual Mobilization Augmentee
IMPLAN	-	Implementation Plan
IMT	-	Incident Management Team
IOF		Initial Operating Facility
IPR	-	In Progress Review
IRR	-	Initial Response Resources
IRRIS		Intelligent Road/Rail Information Server
ISB	-	Incident Support Base
IST	-	Incident Support Team
JCS	-	Joint Chiefs of Staff
JFO	-	Joint Field Office
JIC	-	Joint Information Center
JTF	-	Joint Task Force
KO	-	Contracting Officer
LC	-	Logistics Center
LGL	-	Local Government Liaison
LM	-	Logistics Management
LNO	-	Liaison Officer
LOGCAP	-	Logistics Civil Augmentation Program
LRC	-	Lakes & River Division, Chicago District
LRC	-	Logistics Response Center
LRD	-	Lakes & River Division
LRE	-	Lakes & River Division, Detroit District
LSA	-	Logistics Staging Area
MA	-	Mission Assignment
MACOM	-	Major Army Command
MC	-	Mission Coordinator
MHE		Material Handling Equipment
MIPR	-	Military Interdepartmental Purchase Request
ML	-	Mission Liaison
MM	-	Mission Manager
MOU	-	Memorandum of Understanding

MP	-	Military Programs
MRE	-	Meals, Ready-to-eat
MS	-	Mission Specialist
MSC	-	Major Subordinate Command
MSCA	-	Military Support to Civil Authorities
MSCD	-	Military Support to Civil Defense
MTDA	-	Mobilization Table of Distribution and Allowances
MTMC	-	Military Traffic Management Command
MUSE	-	Mobile Utilities Support Equipment
MVD	-	Mississippi Valley Division
MVR	-	Mississippi Valley Division, Rock Island District
NAD	-	North Atlantic Division
NAE	-	North Atlantic Division, New England District
NAO	-	North Atlantic Division, Norfolk District
NAOC	-	National Airborne Operations Center
NCO	-	Non-Commissioned Officer
NCP	-	National Contingency Plan
NCS	-	National Communication Service
NEPA	-	National Environmental Protection Act
NEPP	-	National Emergency Preparedness Program
NG	-	National Guard
NGO	-	Non-Governmental Organization
NIMS	-	National Incident Management System
NOI	-	Notice of Interest
NORTHCOM	-	Northern Command
NRCC	-	National Response Coordination Center
NRCS	-	Natural Resources Conservation Service
NRF	-	National Response Framework
NSD	-	National Security Directive
NSEP	-	National Security Emergency Preparedness
NSM		National Site Manager
NTC	-	National Teleregistration Center
NWD	-	Northwest Division
NWK	-	Northwest Division, Kansas City District
NWS	-	Northwest Division, Seattle District
O&M, Gen 96X3123)	-	Operation and Maintenance, General (Appropriation
OCONUS	-	Outside Continental United States
OIC	-	Officer In Charge
OMA	-	Operation and Maintenance, Army
OPLAN	-	Operation Plan

PA	-	Public Affairs
PAO	-	Public Affairs Officer
PACOM	-	Pacific Command
PCA	-	Project Cooperation Agreement
PDS	-	Personal Data Sheet
PL	-	Public Law
PM	-	Project Manager
PMBP	-	Project Management Business Process
POC	-	Point Of Contact
POD	-	Point of Distribution
PP	-	Prime Power
PR&C	-	Purchase Request and Contracts (CEFMS)
PRT	-	Planning & Response Team
PTF	-	Presidential Task Force
PW&E	-	Public Works and Engineering
QA	-	Quality Assurance Inspector
QAS	-	Quality Assurance Supervisor
QC	-	Quality Control
R&R	-	Rest and Recuperation
RE	-	Real Estate
RFO	-	Recovery Field Office
RFP	-	Request for Proposal
RFQ	-	Request for Quote
RIP	-	Rehabilitation Inspection Program
RM	-	Resource Management
RNA	-	Rapid Needs Assessment
RO	-	Response Organization
ROC	-	Regional Operations Center
ROE	-	Rights of Entry
ROW	-	Rights of Way
RPG	-	Response Planning Group
RRCC	-	Regional Response Coordination Center
RS/GIS	-	Remote Sensing/Geographic Information System
RSA	-	Regional Staging Area
RSC	-	Readiness Support Center
RSP	-	Readiness Strategic Plan
RTEC	-	Readiness Training and Exercise Committee
SAD	-	South Atlantic Division
SAC	-	South Atlantic Division, Charleston District
SBA	-	Small Business Administration
SCO	-	State Coordinating Officer
SITREP	-	Situation Report
SME	-	Subject Matter Expert

SOP	-	Standard Operating Procedure
SOU	-	Statement of Understanding
SOUTHCOM	-	Southern Command
SOW	-	Scope of Work
SPA	-	South Pacific Division, Albuquerque District
SPD	-	South Pacific Division
SPN	-	South Pacific Division, San Francisco District
SPOTREP	-	Spot Report
SPS	-	Standard Procurement System
SSA	-	Structural Safety Assessment
STOLS	-	System To Locate Survivors
SWD	-	Southwest Division
SWG	-	Southwest Division, Galveston District
TBD	-	To Be Determined
TDY	-	Temporary Duty
TEECA	-	Training, Exercise, Evaluation & Corrective Action
TH	-	Temporary Housing
TL		Team Leader (ESF#3)
TOC	-	Tactical Operations Center
TPFDL	-	Time Phased Force Deployment
TR	-	Temporary Roofing
TTAD	-	Temporary Tours of Active Duty
ULA	-	USACE Logistics Activity
UOC	-	USACE Operations Center
US&R	-	Urban Search and Rescue
USACE	-	United States Army Corps of Engineers
USACOM	-	Commander in Chief, U.S. Atlantic Command
USAR	-	United States Army Reserve
USCG	-	United States Coast Guard
USDA	-	United States Department of Agriculture
USFS	-	U.S. Forest Service
USFS	-	United States Fish and Wildlife Service
USPHS	-	United States Public Health Service
VA	-	Veterans Administration
VOLAG	-	Volunteer Agencies

Emergency Ice/Water/Commodities Action Plan For Commodities Staging and Distribution To The Rio Grande Valley Area of Texas

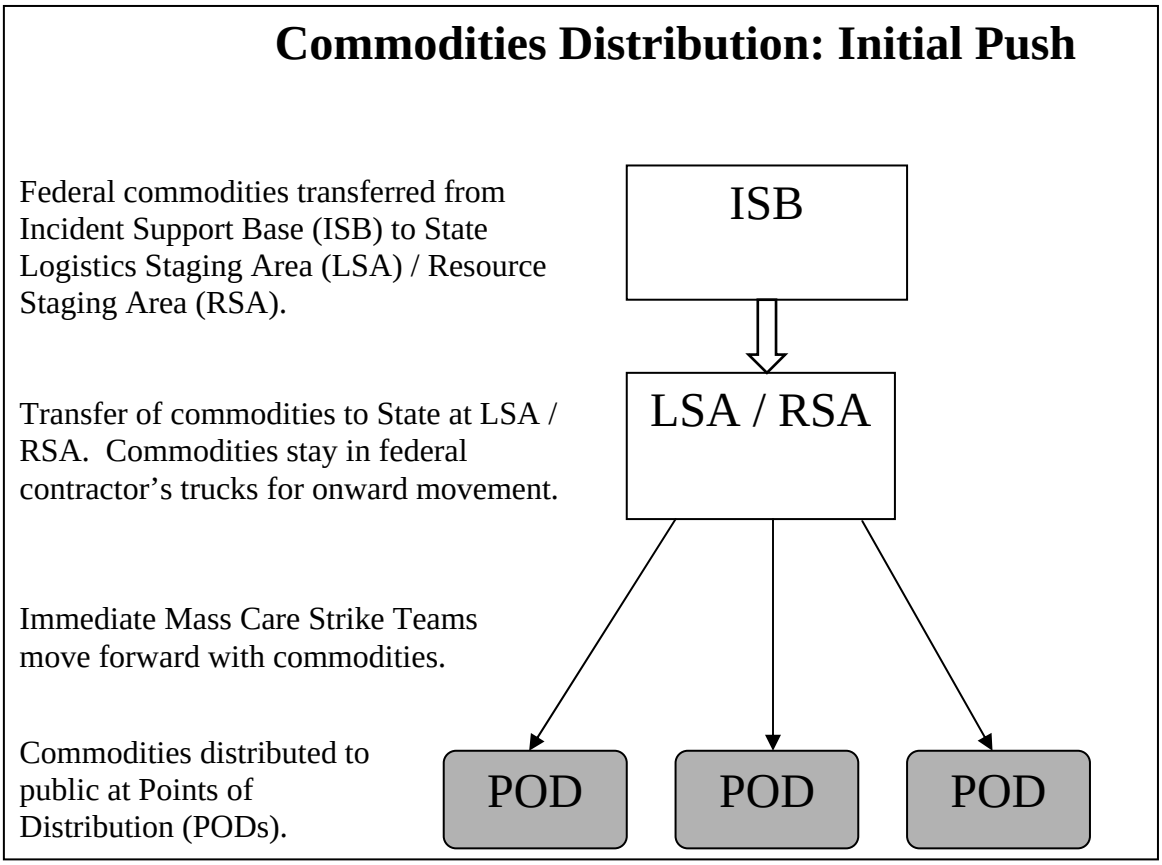
1. **Situation**
   a. **General:** A hurricane will make landfall near Brownsville. The area could experience Tropical Storm force winds and heavy rainfall causing some power outages and flooding.

   b. **Assumptions:** Fort Sam Houston has been designated as the Incident Support Base and will remain the Federal Staging area for future operations. Commodities (ice, water, MREs, tarps, etc) are onsite. Staging area command and control is operational. A State resource staging area (RSA) will be created in the Rio Grande Valley.

   c. **Organization:** FEMA is managing the staging area. The State of Texas will co-locate a management team to execute the hand-off of commodities to the State.

2. **Mission:** Provide commodities of ice, water, MREs, and tarps, to disaster victims of a hurricane in Texas as soon as possible.

3. **Execution**
   a. **Concept of Operations:** Pre-declaration, FEMA will insure the continued flow of commodities from federal sources into the Fort Sam Houston staging area. The State of Texas will provide commodities from local sources to three (3) Points of Distribution (POD) to meet the needs until a formal federal declaration is made. Post declaration, federal commodities will be transferred to state control, as needed, and transported to all PODs in the disaster area as designated by the State. Commodity trucks will be offloaded at PODs and allowed to return for re-supply.



b. **Specific Tasks:**
   i. Texas Forest Service to provide an Incident Management Team (IMT) to State Resource Staging Area to accept control/management of commodities, to provide designation of the specific PODs, and to provide management of PODs.
   ii. ESF 3/4/FEMA to provide a logistics team to Ft. Sam Houston.
   iii. FEMA to provide commodity flow to Ft. Sam Houston from federal sources and provide management team to staging area.
   iv. Immediate Mass Care Strike Team to consist of:
      1. Texas DPS - provides law enforcement escort
      2. TXNG - provides 30 personnel and 10 trucks and equipment (power light sets, tents, fuel truck, fuel and maintenance for material handling equipment) to operate each POD
      3. Red Cross and Salvation Army - mass care support
      4. One truck each of water, ice, MREs (State provided)
      5. Material handling equipment (forklift, pallet jack, rollback truck)
   v. USACE/USFS to provide technical assistance to PODs as needed.

vi. Texas Disaster District Committee Chairmen provides location of PODs and input of commodity needs.

4. Logistics and Administration

Type III Distribution Point
Resources Required

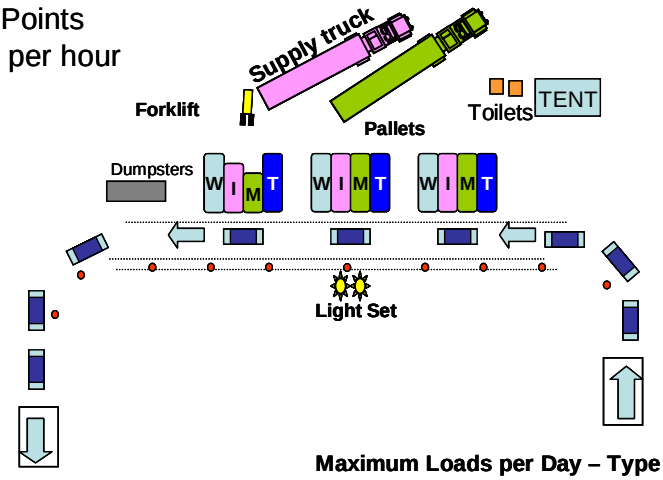
Type III Distribution Point						
	Manpower				Equipment	
	Type		Day	Night	Type	Number
Local Responsibility	Team Leader		1	0	Forklifts	1
	Forklift Operator		1	1	Pallet Jacks	1
	Labor		14	2	Power Light Sets	1
	Loading PT	9			Toilets	2
	Back-up Loading PT	4			Tents	1
	Pallet Jacks Labor	1			Dumpsters	1
	Totals		16	3	Traffic Cones	10
Others	Law Enforcement		2	1	Two-way radios	0
	Community Rel.		1	0		
	Grand Total		19	4		

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day

3 loading Points

140 vehicles per hour



Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

SUPPY LIST	AO(2)	MM	MS(2)	Adm	CS	CSM	CDS	QAS(2)	QA(14)	ML	Total
MINIMUM REQUIRED EQUIPMENT											
Laptop Computer: Microsoft Office, Internet Explorer, E-mail program, VPN, Adobe Professional	1	1	1				1				4
Cell Phone/backup battery/charger	2	1	2	1		1	1	2	10	1	21
Laptop wireless web access (AirCard)	1	1									2
Drivers License											
CAC											
Travel Card											
White Corps Emergency Ops Shirts	8	4	8	4	4	4	4	8		4	
Red Corps Emergency Ops Shirts									56		56
USB Hard Drives for file transfer	1	1					1				3
QA Job Aids	1	1	1			1		2	50	1	57

SUGGESTED EQUIPMENT											
Laptop wireless web access (AirCard)	2	1	2	1		1	1	2			10
Memory Stick, 2 GB	0	0	0	0	0	0	0	0		0	0
4 functionPrinter		1				1					2
Portable Scanner	1										1
Surge Protector	2	1	2		1	1	1	2		1	11
Power Inverter(s) 300watt	2	1	2			1	1	2	18		27
Lan Cord, 10 ft min.	2	1	2			1	1	2			9
Memory Card Reader	2	1	2			1	1	2			9
USB Hub	2	1	2			1	1	2			9
Delorme Street Atlas with GPS	2	1	2			1	1	2			9
CD RW	50	25			25		25			25	150
Digital Camera with 1G card		1	2			1		2	18		24
Calculator (solar)			2		1		1		18	1	23
SatCell Phone/backup battery/charger	2	1	2			1		2			8
Telephone cord w/ connections 25 ft	2	1				1		2			6
Extension cord	2	1				1	1				5
Survey Flagging Tape			2			1		2			5
Multi-Tool	2	1	2		1	1	1	2	18	1	29
Tape Measure 25 Foot			2			1		2	18		23
Tape Measure 100 Foot						1		2			3
Plastic Truck Seals						200					200
Flashlight (No batteries needed type)	2	1	2		1	1	1	2	18	1	29
Stapler/staples	2	1				1		2	18	1	25
Staple Remover	2	1				1		2	18	1	25
Pens	20	10	20		10	10	10	20	180	10	290
Box Paper Clips	2	1	2		1	1	1	2	18	1	29
Copy Paper		5				2				1	8
Note pads, steno	6	3	6		2	3	2	6	54	1	83
Highlighters	2	1	2		1	1	1	2	18	1	29
Binder, 3-ring, 2”	4	2	2		2	2	2	4	36	2	56
File Folder	50	25				25	25	50	360	20	555
Index Sheets (dividers)	6	3	6		3	3	3	6	54	3	87
Post-Its, various sizes	6	3	6		3	3	3	6	54	3	87
Tape (clear/duct)		1						2	18	1	22
Scissors	2	1				1			18	1	23
Envelopes	20	50	100			25	25	50	180	20	470
First Aid Kit		1				1		2			4
Local Map of Disaster Area	2	1	2		1	1	1	2	18	1	29
Magnetic EM signs (2 ea)	4	2	4		2	2	2	4	36	1	57
Hardcopy of current WIC SOP	1	1									
Hard copies of applicable forms	X	X	X	X		X		X			
Shot Record	X	X	X	X	X	X	X	X	X	X	
Hard copy of Contracts	2	1			1	1					5

SUPPY LIST											
INDIVIDUAL ITEMS	**AO(2)**	**MM**	**MS(2)**	**Adm**	**CS**	**CSM**	**CDS**	**QAS(2)**	**QA(14)**	**ML**	**Total**
White Corps Emergency Ops Shirts	12	6	12	6	6	6	6			6	60
Red Corps Emergency Ops Shirts	2							12	84		98
Corps Emergency Ops Ball Caps								2	14	1	17
Hard Hat						1		2	14		17
Safety Glasses						1		2	14		17
Reflective Safety Vests			2			1		2	14		19
Hearing Protection (Ear Plugs)						1		2	14		17
Steel-Toed Safety Shoes						1		2	14		17
Rain Gear	2	1	2		1	1	1	2	14	1	25
Sun Glasses						1		2	14		17
Sun Screen						1		2	14		17
Bug Repellent						1		2	14		17
Prescription Medication(s)											0
Over-the-Counter Medication (aspirin, etc.)											0
Cash ($500 CONUS. $1,000 OCONUS)											0
Other Credit Cards											0
Passport (some OCONUS locations)											0
Food/Snacks (3 days)	X	X	X		X	X	X	X	X	X	0
Water (3 days)	X	X	X		X	X	X	X	X	X	0

Strategic Planning Guide

Objective

- Be able to perform Strategic Planning
- Use this information for planning purposes
- Used to assure FEMA & State that requirements will be met
- Used to prevent over ordering of commodities

Requirement and Necessity

- Strategic Planning needs to be conducted on a daily basis
- This document shows the flow of commodities and the estimated requirements/state distribution capability

Steps for Strategic Planning

1. Use pre-developed MicroSoft Excel Spreadsheet (ATTACHED)

2. Start on the first day you arrive

3. Create one sheet for Ice and one sheet for Water

4. Type in what you know

5. Go find what you don't know

Steps for Strategic Planning D-4

6. Let's say you arrived on D-5, 1 Aug, and the hurricane is expected to make land fall on 6 Aug.

7. Start by inputting days and dates (shown in green), remember you are doing the projection for TOMORROW

8. The items in yellow will automatically fill in

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug						
On Hand Federal	2-Aug						
On Hand State	2-Aug						
Projected Incoming Federal	2-Aug						
Projected Incoming State	2-Aug						
Balance	2-Aug	0	0	0	0	0	0

9. Now, fill in what you know from our people. First will be the report from your mission manager on what commodities are in theater. At this point there should be nothing on the ground. Note you are showing what you will count on as available on 2 Aug is what your mission manager said is on the ground on 1 Aug.

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug						
On Hand Federal	2-Aug	0					
On Hand State	2-Aug	0					
Projected Incoming Federal	2-Aug						
Projected Incoming State	2-Aug						
Balance	2-Aug	0	0	0	0	0	0

10. Next, will be the report from the National AO telling you what's projected into your state. This may be for multiple days. Note enter what is scheduled to arrive each day. There may not be anything scheduled yet.

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug						
On Hand Federal	2-Aug	0					
On Hand State	2-Aug	0					
Projected Incoming Federal	2-Aug	0	0	0	100	125	0
Projected Incoming State	2-Aug						
Balance	2-Aug	0	0	0	100	225	225

11. Now, enter the information that you get from the state.

12. Current and projected inventory. Note the state had 20 at a location unknown to your mission manager and 5 more due in. (Don't forget to inform the MM about these.)

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug						
On Hand Federal	2-Aug	0					
On Hand State	2-Aug	20					
Projected Incoming Federal	2-Aug	0	0	0	100	125	0
Projected Incoming State	2-Aug	5	30	50	50	100	100
Balance	2-Aug	25	55	105	255	480	580

13. Next step is to determine the rate of usage.

14. During pre-dec, this is based solely on the number and size of PODS. Let's say the state told you they plan on D+1 to open 20 Type 1 PODs, 13 Type 2 PODs, and 3 Type 3 PODS and then open 10 more Type 2 PODs each day for the next 3 days. What is the usage projection for D+1?

    ANSWER:

    20 Type 1 PODs = 20 X 4 = 80
    13 Type 2 PODs = 13 X 2 = 26
    3 Type 3 PODS = 3 X 1=3
    TOTAL USAGE ON D+1= 109 TRUCKS

15. Enter the rate of usage. Note this goes out beyond 5 days. Is there any value to doing beyond 5 days?

    ANSWER:

    Yes, it gives people an idea about how far your current commodities MAY last at the projected rate.

16. What does this sheet show you?

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug							109	129	149	169
On Hand Federal	2-Aug	0									
On Hand State	2-Aug	20									
Projected Incoming Federal	2-Aug	0	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	50	100	100				
Balance	2-Aug	25	55	105	255	480	580	471	342	193	24

ANSWER:

1. Shows that the projection is being done on 2 Aug.
2. Shows the first requirement in on 7 Aug. i.e. We are now in pre-landfall and landfall is expected on 6 Aug.
3. Shows the commodities expected to be in the state by 6 Aug should satisfy requirements (or really distribution capability) until 10 Aug, or the first 4 days.
4. Shows an increase in POD output over the 4 day period.

Steps for Strategic Planning D-3

17. Copy the previous days strategic plan and paste to start a new day. This simply gets the formulas to the right place.

BEFORE

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug							109	129	149	169
On Hand Federal	2-Aug	0									
On Hand State	2-Aug	20									
Projected Incoming Federal	2-Aug	0	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	50	100	100				
Balance	2-Aug	25	55	105	255	480	580	471	342	193	24

Copy the above block and paste immediately below the same block. i.e. the yellow section.

AFTER

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug							109	129	149	169
On Hand Federal	2-Aug	0									
On Hand State	2-Aug	20									
Projected Incoming Federal	2-Aug	0	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	50	100	100				
Balance	2-Aug	25	55	105	255	480	580	471	342	193	24
FL Requirement as of	2-Aug							109	129	149	169
On Hand Federal	2-Aug	0									
On Hand State	2-Aug	20									
Projected Incoming Federal	2-Aug	0	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	50	100	100				
Balance	2-Aug	25	55	105	255	480	580	471	342	193	24

18. Now you end up with the following. Change the date and you are ready to begin.

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	0	100	125				
Projected Incoming State	2-Aug	5	30	50	50	100	100			
Balance	2-Aug	25	55	105	255	480	471	342	193	24
FL Requirement as of	3-Aug						109	129	149	169
On Hand Federal	3-Aug	0								
On Hand State	3-Aug	20								
Projected Incoming Federal	3-Aug	0	0	0	100	125				
Projected Incoming State	3-Aug	5	30	50	50	100	100			
Balance	3-Aug	25	55	105	255	480	471	342	193	24

19. This shows you yesterday's projection and now you can start on today's projection

20. It is now 2 Aug and your projection is for what is going to happen on 3 Aug.

21. Delete (in green) yesterday's information

22. Update new inventories for 2 Aug (in blue)

23. Update new scheduled deliveries

24. Show known locations (in orange)

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	0	100	125				
Projected Incoming State	2-Aug	5	30	50	50	100	100			
Balance	2-Aug	25	55	105	255	480	471	342	193	24
FL Requirement as of	3-Aug						109	129	149	169
On Hand Federal Duke	3-Aug									
On Hand State Saufley	3-Aug		24							
Projected Incoming Federal	3-Aug		0	0	100	125				
Projected Incoming State	3-Aug		31	50	50	100	100			
Balance	3-Aug		55	105	255	480	471	342	193	24

Strategic Plans for D-4 thru D-2

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	0	100	125				
Projected Incoming State	2-Aug	5	30	50	50	100	100			
Balance	2-Aug	25	55	105	255	480	471	342	193	24
FL Requirement as of	3-Aug						109	129	149	169
On Hand Federal Duke	3-Aug									
On Hand State Saufley	3-Aug		24							
Projected Incoming Federal	3-Aug		0	0	100	125				
Projected Incoming State	3-Aug		31	50	50	100	100			
Balance	3-Aug		55	105	255	480	471	342	193	24
FL Requirement as of	4-Aug						109	129	149	169
On Hand Federal Duke	4-Aug			0						
On Hand State Saufley	4-Aug			47						
Projected Incoming Federal	4-Aug			0	100	125				
Projected Incoming State	4-Aug			54	50	100	100			
Balance	4-Aug			101	251	476	467	338	189	20

Steps for Strategic Planning D-1

25. Each day you will enter as much information as is known and projected to include locations. At this point, there should be better information on the storm and the number of projected PODs may change significantly.

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION	DATE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug						109	129	149	169	
On Hand Federal	2-Aug	0									
On Hand State	2-Aug	20									
Projected Incoming Federal	2-Aug	0	0	0	100	125					
Projected Incoming State	2-Aug	5	30	50	50	100	100				
Balance	2-Aug	25	55	105	255	480	471	342	193	24	
FL Requirement as of	3-Aug						109	129	149	169	
On Hand Federal Duke	3-Aug										
On Hand State Saufley	3-Aug		24								
Projected Incoming Federal	3-Aug		0	0	100	125					
Projected Incoming State	3-Aug		31	50	50	100	100				
Balance	3-Aug		55	105	255	480	471	342	193	24	24
FL Requirement as of	4-Aug						109	129	149	169	
On Hand Federal Duke	4-Aug			0							
On Hand State Saufley	4-Aug			47							
Projected Incoming Federal	4-Aug			0	100	125					
Projected Incoming State	4-Aug			54	50	100	100				
Balance	4-Aug			101	251	476	467	338	189	20	20
FL Requirement as of	5-Aug						70	70	70	70	70
On Hand Federal Duke	5-Aug				23						
On Hand State Saufley	5-Aug				63						
On Hand State Lakeland	5-Aug				12						
Projected Incoming Federal Duke	5-Aug				77	125					
Projected Incoming State Saufley	5-Aug				25	50	50				
Projected Incoming State Lakeland	5-Aug				25	50	50				
Balance	5-Aug				225	450	480	410	340	270	200

26. Now let's hide the first couple days projections.

Expections on Date >		3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
FL Requirement as of	4-Aug				109	129	149	169	
On Hand Federal Duke	4-Aug	0							
On Hand State Saufley	4-Aug	47							
Projected Incoming Federal	4-Aug	0	100	125					
Projected Incoming State	4-Aug	54	50	100	100				
Balance	4-Aug	101	251	476	467	338	189	20	20
FL Requirement as of	5-Aug				70	70	70	70	70
On Hand Federal Duke	5-Aug		23						
On Hand State Saufley	5-Aug		63						
On Hand State Lakeland	5-Aug		12						
Projected Incoming Federal Duke	5-Aug		77	125					
Projected Incoming State Saufley	5-Aug		25	50	50				
Projected Incoming State Lakeland	5-Aug		25	50	50				
Balance	5-Aug		225	450	480	410	340	270	200

27. Note that the POD requirement has been reduced significantly. Why might this happen?

ANSWER:
The storm may have reduced in intensity, or changed tracks to a less populated area, or may just brush this state and the main effect will be outside this state.

Steps for Strategic Planning D+1

28. PODs' inventories may be grouped on one line once they are up and running.

Expections on Date >		5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug
ICE PROJECTION DATE		Fri	Sat	Sun	Mon	Tues	Wed	Thur
FL Requirement as of	6-Aug		70	70	70	70	70	
On Hand Federal Duke	6-Aug	88						
On Hand State Saufley	6-Aug	88						
On Hand State Lakeland	6-Aug	37						
Projected Incoming Federal Duke	6-Aug	137						
Projected Incoming State Saufley	6-Aug	50	50					
Projected Incoming State Lakeland	6-Aug	50	50					
Balance	6-Aug	450	480	410	340	270	200	
FL Requirement as of	7-Aug			70	70	60	40	30
On Hand Federal Duke	7-Aug		200					
On Hand State Saufley	7-Aug		42					
On Hand State Lakeland	7-Aug		19					
On Hand at PODS	7-Aug		109					
Projected Incoming Federal Duke	7-Aug		10					
Projected Incoming State Saufley	7-Aug		50					
Projected Incoming State Lakeland	7-Aug		50					
Balance	7-Aug		480	410	340	280	240	210

Battle Rhythm

0700 Shift Change Briefing

1000 IAP Input due

1000 National Ice & Water Conf Call 202-761-xxxx

1200 Get Noon numbers from MM

1400 Unified Logistics Meeting to determine tomorrow's requirements

1500 Commodities Coord Call 888-363-4749
PIN 7974218

1800 Input to ESF#3 Status Report due to ATL

1900 Strategic Plan Submission due to FEMA, State, District, ATL and National Ice & Water AOs, Lead Commodities SME.

Conference Call Format and Directions

The National Action Officer is responsible for coordinating with the Mission Manager, the Commodities Site Manager and other appropriate personnel to determine the time and frequency of daily coordination conference calls. The conference call will be held a minimum of once daily and will be held twice daily for more complex, extensive missions. The conference calls will include the National Water, National Ice and Commodities Teams that have been activated for the event. The contractors for water and ice do not participate in the conference calls.

The National Mission Manager will arrange the logistics for the conference call. During the conference calls each Team will report on the status of their mission. The following format will be used as a guide:

Water Team

- Action Officer will report on the overall mission and activities at the NRCC. He will provide information on potential new tasks including additional orders, cancellations or location changes.
- Mission Manager will provide status of all delivery orders and projected deliveries to each ISB for the next 12 and 24 hour period.
- National Water/Ice Site Manager will report on status at the ISB including information of previous day's deliveries/shipments, deliveries for the current day, current inventory on-site and status of delivery paperwork. If leased trailers are on site, indicate if trailer is empty and available to be released to contractor. The National Site Manager will also report on any issues related to the ISB and its operation or questions or concerns that need to be addressed.

Ice Team (same format as above)

Commodities Team

- Action Officer will report on the overall mission in their State and activities at the JFO. The AO is responsible for reporting the current number of PODS being supported in the state and a "burn rate" calculated from the information provided by Commodities QAs/POD runners.
- Commodities Mission Manager will report to the National Mission Managers on the deliveries made in previous day's deliveries/shipments, and expected deliveries for the current day. and current inventory on-site.
- Commodities Site Manager will report the status of Staging Area(s), information of previous day's deliveries/shipments, deliveries for the current day, current inventory on-site and status of delivery paperwork. If leased trailers are on site, indicate if trailer is empty and available to be released to contractor. Commodities Site Manager will also report on any issues related to the Staging Areas and its operation or questions or concerns that need to be addressed.

Additional Coordination POCs

a. Within the Joint Field Office (JFO). The Action Officer is the Commodities PRT POC for all mission specific coordination. The AO as the JFO POC should be kept aware of all issues coordinated in the field. Below are listed some of the basic purposes for coordination with the various ESFs at the JFO.

(1) ESF#1 (Department of Transportation). They can assist and facilitate the transportation of water, ice and materials to the disaster area. They can also provide transportation of water and ice from plants to staging areas and distribution sites, secure dry trucks, bulk water tanker trucks, refrigerated trucks and reefers to haul water and ice to distribution sites.

(2) ESF#4 (Forest Service). They can assist inventory management of commodities while using Federal staging and distribution sites.

(3) ESF#6 (Mass Care). They can identify requirements for shelters and mass care sites. Mass care facilities may include public and private schools, day care, hotels and mental health facilities.

(4) ESF#7 (GSA). They can identify and procure available resources. This could include bottled and bulk water, bagged and block ice, coolers, ice storage reefers and other storage facilities.

(5) ESF#8 (US Pubic Health Service). They can identify requirements for health care facilities. This could include hospitals, public clinics, medical units and DMAT facilities. They can also provide assistance in testing the quality of water and ice and evaluation of commerical facilities.

(6) ESF#10 (EPA). They can provide technical assistance in testing the quality of water, bagged and block ice. They can also provide evaluations of commercial plants.

(7) ESF#11 (Department of Agriculture). They can facilitate distribution of commodities and are a source to validate requirements at mass feeding sites. It should be noted that requirements for commodities at mass feeding sites are usually developed by ESF#6.

(8) ESF#12 (Department of Energy). They can give input on restoration of the power grid and local connections. This is important as the return of electric services to survivors generally signifies the end of needs for commodities support.

(9) Defense Coordinating Officer (DCO). Is the POC for coordinating and requesting any military support. They can determine if there are available resources (trucks for transportation and troop labor) to support specific

taskings and provide support requirements for troops in the field. They can also provide transportation, reefers, and assist with the distribution of commodities.

b. Operations Remote from the JFO. Commoditites PRT routinely interfaces with the following organizations in the field due to delivery, distribution or other support . All requirements (initial and changes/updates) are routed through the appropriate channels (local, county, state, FEMA) for approval, funding and prioritization. It is imperative that we adhere to this process. Field personnel have direct access to local responders, therefore, it is tempting for responders to try to short circuit the established process for requesting assistance by trying to modify requirements directly with field staff.

(1) Military units. Coordination is necessary for issued tasks that could include operation of storage sites, transportation of ice and quality assurance testing. Tasks performed must be previously issued through the ESF#3 Team Leader to the DCO.

(2) Local government (public works, EM, fire, police, sanitation permits). USACE anticipates having Local Government Liaisons (LGL) at the county level. These folks may be available to provide information on the local PODS from the county prespective of the operation.

(3) Volunteer Agencies (VOLAG).

(4) Vendors.

(5) Shelter managers. They can verify inventories and requirements.

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

1. Name (Last, First, MI) (Print or type)		2. Prepared By (Last, First, MI) (Print or type)
3. Job Series	4. Job Title Commodities Quality Assurance Inspector	5. Date (DDMMMYY)
6. Office Symbol	7. Command	8. Primary Duty Location
9. Reviewed by (SOHO) (Last, First, MI) (Print or type)		10. Reviewed by (SOHO) (Signature)

11. Clearances/Certification Required (Check all that apply)

☐ Diver ☒ Driver's License ☐ Respirator ☐ Crane Operator ☐ CDL ☐ Confined Space Entry
☐ HTRW ☐ First Aid/CPR ☐ EM Ops PRT ☐ Boat Operator ☐ Other (Specify) _____

12. Position Information

Position Tasks	Safety and/or Occupational Health Hazards	Controls
ISB Support	Hit by equipment or objects	Keep safe distance from trucks
		QA's must wear type two safety vests
		Make eye contact with operators trucks and forklifts
		Stay out of and away from pinch points
		Be aware of haul routes and traffic patterns.
		The truck shall completely stop prior to the QA climbing up to communicate with the driver.
	Slips, trips, falls especially when wet	Use good housekeeping practices. Be observant of walking/working surfaces.
	Environmental Conditions	Wear USACE visibility apparel; hard hat, emergency red shirt, rain gear, type II reflective vest . Be aware of exposure duration and limit duration if necessary.
		When applicable, wear sun block and/or a hat or long sleeves to protect yourself
		Ensure that you hydrate yourself
		Be aware of local hazards, i.e. insects, alligators, etc.
	Fatigue	Be aware of your fatigue level and ensure you get 8 hours of sleep each night.
	Night Operations	Make sure you have a flashlight and extra batteries. Be especially aware of your surroundings.
	Compressive foot injuries	Wear appropriate safety shoes/boots that meet ANSI Z 41.
Travel	Motor vehicle accidents	Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques. Defensive driver training every 4 years.
	Deer and other wildlife strikes	Stay alert, use caution, and drive defensively.
	Reduced visibility	Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately.

NOTE: Examples of potential hazards are as follows:
Safety: Trenching, electrical, slips, trips, fall hazards, etc..
Chemical: Solvents, paints, welding fumes, pesticides, etc..
Physical: Heat/cold, noise, stress, vibration, radiation, etc..
Biological: Bloodborne pathogens, poison ivy, insects, fungi, etc..

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

12. Position Information, continued

Position Tasks	Safety and/or Occupational Health Hazards	Controls
	Missing Highway Directional Signs	Situational Awareness, reduce speed, use GPS with voice directions if available
	Non-working Traffic Control Lights	Stop at all non-working traffic signals. Visually check intersections prior to entering
	Being stranded (vehicle/ component failure)	Keep vehicle fueled, routinely check tires, keep cell phone charged
	Cellular telephone use	Do not use cellular telephones (hands free or not) while operating a vehicle
Long work days	Degraded mental alertness leading to accidents	Take rest breaks, eat balanced meals, turn BB & computer off at night. Request time off as needed. Keep team members informed of plans.
Possible lifting, loading	Back injury, other ailments	Practice safe lifting techniques; divide the load, get assistance.
Family Responsibilities	Mental distraction from duty activities	Maintain contact with family members. Talk with team members. Don't put your family at risk.

NOTE: Examples of potential hazards are as follows:
Safety: Trenching, electrical, slips, trips, fall hazards, etc..
Chemical: Solvents, paints, welding fumes, pesticides, etc..
Physical: Heat/cold, noise, stress, vibration, radiation, etc..
Biological: Bloodborne pathogens, poison ivy, insects, fungi, etc..

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

12. Position Information, continued

Equipment to be Used (List equipment to be used for each task)	Training Requirements (List training requirements, including hazard communication)

This analysis serves as the hazard assessment required by Sections 01, 05, and 06 of EM 385-1-1, U.S. Army Corps of Engineers Safety and Health Requirements Manual. The employee covered by this analysis has been instructed in the tasks to be performed, the hazards to be encountered, the potential adverse effects of exposure to such hazards and the controls to be used. He/she has received adequate training specifically related to safe work practices, administrative and engineering controls and personal protective equipment (PPE) to be used in order to assure assigned work tasks are conducted in a safe and healthful manner. He/she has demonstrated an understanding of the safety and health equipment and PPE to be used to include its limitations, useful self-life, how to properly don, doff, adjust, and wear required PPE and how to properly care for, inspect, maintain, store, and dispose. Attached is documentation of the training received, dates of such training, and the subject matter taught.

13. Supervisor (Signature Date)	14. Employee (Signature Date)

Commodities Support Plan

For Disaster:

Date:

Commodities Support Plan

Purpose

The intent of this support plan is to formalize the mission requirements of the Commodities Planning and Response Team (PRT) for this deployment. This document details the requirements that must be performed by the PRT in order to support the contractual responsibilities for USACE contracted commodities AND the other logistics requirements that FEMA is delegating to the PRT.

Background

The Commodities PRT is required to obtain copies of all delivery information for USACE contracted trucks at each location where FEMA has directed these trucks in support of commodities distribution for this disaster. This means that USACE must maintain a presence (either full time or part-time) at all locations where these trucks are directed, to include Federal Staging Areas, State Staging Areas, Points of Distribution (PODs), Feeding Stations, Shelters, etc.

Further the Commodities PRT is capable of direct support to FEMA Log. The specific support items are detailed and tasked below (upon agreement/signature of FEMA LOG Chief).

Action Officer at State EOC/FEMA IOF/FEMA JFO

Action Officer (AO): Insert name here, Phone XXX-XXX-XXXX

The AO is the Commodities Mission point of contact (POC) for FEMA at the JFO/IOF/State EOC. The AO also passes FEMA taskings and information to the Commodities Mission Manager (MM) for execution.

Attends Unified Logistics Meeting (FEMA Log/State/USACE)
Prepares Strategic Planning - Daily
Forwards taskers to Mission Execution Team

Mission Execution Team at Staging Area (Normally accompanied by receiving guys from the National Teams)

The primary USACE POC to the FEMA ISB/SA Manager will be the National Site Manager (NSM) , who works for the National; team, not the Commodities Team. The Commodities Team at the ISB/SA will coordinate all support work for the ISB through the National Site Manager while he is on site. When the National team departs (or if they were never deployed to the ISB/SA, the next in line to be the POC will be the Commodities Site Manager. It should be understood that

the Commodities Mission Manager is in charge of mission execution (which is more than just the work going on at the ISB/SA) for the commodities mission and the Commodities Site Manager works for the Mission Manager.

Items that must be accomplished

Collect copies of incoming paperwork (truck tickets/Bill of Lading) on all USACE contracted trucks at each point where a USACE contracted truck is sent (Staging areas, PODs, Feeding areas, shelters, etc.) This may be accomplished by portions of the National Team deployed specifically to receive these trucks. Once collected these copies must be forwarded to the respective National Water or Ice Mission Managers.

Track all commodities on USACE contracted trucks.

Specific Taskings by FEMA (Place a check next to item required)

_____ Process incoming USACE Water and Ice trucks into the staging area.

_____ Maintain tracking of all water and ice trucks (Federal, State, Donated)

_____ Assist in the dispatch of all water and ice trucks.

_____ Provide POD training to State or Locals.

_____ Provide distribution management training to the State.

Summary

This plan specifies responsibilities of the agencies involved in the provision and distribution of bottled water and bagged ice. This plan will remain in effect until the specified missions have been completed as determined by FEMA. Revisions to this base plan may be made by mutual consent of the parties hereto.

SIGNATURES

Signatories of this document indicate that they intend to support the missions through the processes described herein.

(Insert Name)
Commodities Action Officer

(Insert Name)
FEMA Logistics Chief

Example of Transition Document
(Ensure this is changed to reflect the Commodities Mission)

ESF #3 (Public Works and Engineering) 14 October 2005

MEMORANDUM FOR FEMA, Region VI
ATTN: Meegan Nagy, TL

SUBJECT: ESF #3 Water Mission Closeout Plan

1. General

On 28 August 2005, FEMA issued a mission assignment to the U. S. Army Corps of Engineers (USACE) to activate ESF #3 and provide technical assistance as the Deputy Public Assistance officer for water. The AO is tasked with coordinating with FEMA Log, National Guard, and State to develop a commodity distribution process. The Water and Ice PRTs were later tasked to coordinate and monitor movement of ALL commodities, including water, ice, MREs, and tarps. This support was requested from the State due to their inability to muster the resources and expertise to accomplish this mission.

Hurricane Katrina:

Hurricane Katrina made landfall as a category IV storm in Plaquemines Parish, LA on August 29, 2005. The approximate time of Landfall was 0610 (CT) with wind speeds recorded 140 mph in southeastern Louisiana. Louisiana experienced 8-10 inches of rainfall and the coast was hit with a 20 to 25 foot storm surge that carried a 10 foot surge into Lake Ponchartrain topped with winds causing 5-7 foot waves.

The President signed a Major Disaster Declaration, FEMA-1603-DR-LA, on 29 August 2005 for the State of Louisiana. It provides Individual Assistance for 64 parishes and Public Assistance for 52 parishes.

Hurricane Rita:

Hurricane Rita made landfall on September 24, 2005 at 02:38 CDT as a Category 3 hurricane, near the Texas/Louisiana border between Sabine Pass, Texas, and Johnson's Bayou, Louisiana as a Category 3 hurricane with 120 mph (193 km/h) winds with storm surge of 10 feet.

On Friday, September 23, well prior to landfall the next day, rising water due to Hurricane Rita was pouring through breaches in a patched levee in New Orleans' already hard-hit 9th Ward as reported by the Army Corps of Engineers. Water entered the Ninth Ward over two 32 ft wide patches in the Industrial canal levee as of approximately 9:00 A.M. CDT on Friday, September 23. Water in the Ninth Ward was reported to be waist-deep at 11:00 A.M. CDT on Friday. By approximately 5:00 P.M. CDT, water had begun gushing through another leak in the patched London Avenue Canal into the surrounding Gentilly neighborhood. Some pumping stations were abandoned. As of Saturday night, September 24, water from a 150-foot gap in the Industrial Canal levee had some areas of the Ninth Ward under eight feet of water.

As disaster operations have shifted from response to recovery modes, this document outlines the plan for transition of functions to the physical closure on the support of the ESF #3mission.

The following paragraphs outline the mission assignment. The section will include a discussion of Request for Federal Assistance Action, Current Status, End State, Mission Financial closeout and recommendation for transition of responsibilities as applicable.

2. <u>Pre-Dec Water Mission</u>

Hurricane Katrina:

Emergency Water #7720-SU-AL-COE-SAD-24 (AL), $30,000

On 27 August 2005, verbal funding authority was given for the following Mission. Emergency Water #7720-SU-AL-COE-SAD-24 (AL):

> Activation and pre-positioning of the Water Planning and Response Team (PRT) was provided for event specific planning and preparation as directed by FEMA. The action officer was deployed to the State EOC. The remainder of the PRT remained on standby and only ordered commodities if directed. FEMA has adequate pre-declaration commodities on hand.

Hurricane Rita:

National Water Mission (Pre-Dec)- #7220SU-COE-SWD-25 - $2.5 M

On 22 September 2005, verbal funding authority for the following mission assignment has been ordered by Gary Moore at FEMA NRCC, for the US Army Corps of Engineers:

> Activate and pre-position Water Planning and Response Team (PRT) to provide for event specific planning and preparation as directed by FEMA. Implement Advanced Contracting Initiative or other contracting process to procure, transport, and pre-position bottled/bulk water (in coordination with ESF#1, Transportation, and FEMA Logistics, as appropriate) to mobilization center(s) or other delivery sites. A subsequent mission assignment may be issued for post-declaration water needs if necessary.

The requirements for the process of procuring water changed from the MVM PRT to the National Team (New England PRT) located at the Wilmington District. The process was for the National Team to procure and backfill all water, based on the needs of the state, to the Mob Centers. The ACI Contractor for water, Lipsey Spring Water Company, was to provide all water to the Mob Centers, as directed. ESF-1 was tasked by FEMA to provide transportation from the Mob Centers to the Staging Areas and/or (PODs) Points of Distribution identified by the state of Louisiana. The two Staging Areas were identified at Barksdale AFB and Camp Beauregard.

Further change dictated that the process would now be for the ACI Contractor to provide all water to the staging areas located in Louisiana and to the distribution points as directed.

The AO at the LA JFO continued coordinating with FEMA Log, National Guard, and the State ensuring water requirements were met. Daily requirements were forwarded to the National Team allowing them to monitor the burn rate. MVM's PRT Mission Manager was the POC for tracking water movements at the staging areas.

The National Team, at the Wilmington District, deployed their Logistics personnel to support MVM Logistics personnel on the ground at the staging areas. They are responsible for gathering all delivery ticket information from the water delivery trucks for payment information and reconciliation.

3. <u>Post-Dec Water Mission</u>

On 30 August 2005, verbal funding authority for the following Hurricane Katrina mission assignment that was ordered by Cony Metcalf at FEMA Region IV for the US Army Corps of Engineers for the Quantity of $1,000,000 for activation and deployment of the Water Planning and Response Team (PRT). Utilizing the Advanced Contracting initiative, other contracting processes or other sources to acquire and transport (in coordination with ESF#1-Transportation and FEMA Logistics, as appropriate), and distribute bottled/bulk water to the affected areas, as directed by FEMA. In some cases trailers may be left in the field on a rotation

basis to serve as distribution sites. USACE would release the drivers, tractors, and trailers when appropriate, in consultation with FEMA Logistics.

The National Water Planning and Response Team (PRT) was activated for Post-Dec for Hurricane Rita with $9,000,000. Utilize the Advanced Contracting Initiative, other contracting processes or other sources to acquire and transport (in coordination with ESF #1 - Transportation and FEMA Logistics, as appropriate), and distribute bottled/bulk water to the affected areas, as directed by FEMA.

4. Current Status

The National PRT ordered a total amount of 5,600 truckloads of water for Hurricane Katrina and 1375 truckloads of water for Hurricane Rita. Approximately 2755 truckloads were received by the state.

As directed by FEMA, Wilmington District is shipping commodities to Americold warehouses in varies states for storage. FEMA is planning to keep 40 truckloads of water at Barksdale AFB and 100 truckloads at Camp Beauregard to supply the state. That water is all FEMA water. There is no more Lipsey water in the state of Louisiana. The water supply will continue to be used, and reduced, until the inventory is depleted. When additional water is needed, the state will then submit- their needs to FEMA and water will be shipped from the warehouse or storage facility, which FEMA will operate and distribute accordingly.

The mission is presently in the "closeout" phase. The Water PRT Management Cell will be deactivated on Thursday October 27. The Water PRT Logistic Personnel are presently located at Barksdale AFB and Camp Beauregard and will track commodities as they are shipped to distribution points. Logistics PRT at Baton Rouge will continue to collect the Bills of Lading at the RSAs and in the field.

4. End State

Water PRT Management Cell will return to their home District on 27 October 2005. Water PRT Logistics personnel will return to their home District upon complete certification of water inventory at Barksdale AFB and Camp Beauregard. The AO will return to his home District on the 28th of October. The AO and Logistic Specialist will report to Baton Rouge for out-processing and the Contract Specialist, Mission Manager and Mission Specialist will report to Memphis EOC for out-processing.

Before out processing, the logistics team leader at Barksdale AFB and Camp Beauregard and the Baton Rouge will organized and ship originals of all FEMA taskers, Bills of Lading and other documents to the National PRT in the Wilmington District.

Closeout of the Water Mission will be executed by the National PRT located at the Wilmington District.

Estimated Financial Mission Completion: 28 December 2005

Mission Progress Reporting: A Mission Assignment Monthly Progress Report to FEMA to include cost data is required if this mission exceeds 60 days to complete, including billing. This Progress Report can be accessed and submitted on-line at http://www.fema.gov/ofm/maprpgress/.

Recommended Transition Schedule:

The MVM Water PRT will continue normal operations until October 26. During that time, the MVM Water PRT will organize its own documents and coordinate with logistic team leader, Joe Lorinc (225-346-4164), to mail all documents to the National PRT at Wilmington District on September 26. The MVM Water PRT will depart to their home district on October 27.

Currently there are a total of 120 trucks at Barksdale AFB and 197 trucks at Beauregard. Excess trucks will be stored at the Americold at Ft. Smith, AR. The proposed 40 trucks at Barksdale and 100 trucks at Beauregard should supply the state for approximately 2 weeks.

The Water AO is currently working with the National Logistic AO to develop a plan to supply the parishes once people return to their homes after the water team ends this mission. Actual burn rate will be re-calculated to determine the required supply at the Staging Areas. The Americold facilities will be used to support the water needs of the state after the Staging Areas are shut down. The process will consist of the counties submitting their requests to the warehouse facility, operated by FEMA, who will use their assets and resources to meet the water requirements by the counties.

Questions may be directed to Mr. Mike Nguyen at cell phone no. 312-259-8452 between the hours of 0700 and 1930,

Any additional assistance may be directed to the attached Point of Contact list.

Mike Nguyen
Water Mission Manager, Memphis
USACE

Patsy Fletcher, ESF #3 MVM EOC _____

Concur ( ) Non-concur( ) Date:_____

Comments:

Major Vincent Navarre, DDE _____

Concur ( ) Non-concur ( ) Date:_____

Comments:

Meegan Nagy
ESF#3 Team Leader
Incident 1603-DR-LA

ESF #3 MVM EOC
Patsy Fletcher
Work 901-544-3401
Cell 901-409-9543

COMMODITIES PRT
POINT OF CONTACT

Drew Benziger
Action Officer
Location: Baton Rouge, LA
Phone: **(312) 259-8372** (Work Cell)
(225) 346-4163 (Office)
Fax: (225) 379-4001
E-mail: Andrew.R.Benziger@usace.army.mil

Carl Willecke
EOC
Location: Chicago District
Phone: **(312) 860-0138** (Work Cell)
(312) 846-5354 (Office)
Fax: (312) 353-2384
E-mail: Carl.A.Willecke@usace.army.mil

Mike Nguyen
Mission Manager
Location: Memphis, TN
Phone: **(312) 259-8452** (Work Cell)
(901) 544-0791 (Office)
Fax: (901) 544-0832
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Yuki Shinbori
Mission Specialist
Location: Memphis, TN
Phone: **(312) 259-2937** (Work Cell)
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Fax: (901) 544-0832
E-mail: Yuki.J.Shinbori@usace.army.mil

Robert Smalley
Logistics Specialist
Location: Camp Beauregard, LA
Phone: **(312) 259-8634** (Work Cell)
(318) 641-8876 (Office)
(318) 641-5635 (Office)
Fax: (318) 641-8856
E-mail: Robert.E.Smalley@usace.army.mil

John Leggett
Logistics Specialist
Location: Camp Beauregard, LA
Phone: **(312) 246-3051** (Work Cell)
E-mail: John.W.Leggett@usace.army.mil

Linda Zamarocy
Contracting Specialist
Location: Memphis, TN
Phone: **(312) 259-8617** (Work Cell)
(901) 544-0778 (Office)
(901) 544-0791 (Office)
E-mail: Linda.L.Zamarocy@usace.army.mil

NATIONAL WATER PRT POINT OF CONTACT

Virginia Rynk (current), & Mark Anderson (left on Oct 13)
Wilmington District Water PRT
Phone: 910-251-4924
Fax: 910-251-4946

Dave Goodrich & Mike Tuttle
NRCC
Phone: 202-646-4261

NATIONAL WATER PRT POINT OF CONTACT

Xxxx xxxx (current), & Silva Anderson (left on Oct 13, 2007)
AlbuqurequeWilmington District National Ice PRT
Phone:
Fax:

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xxxxxxx & xxxxxxxxxx
NRCC
Phone: 202-646-xxxx

ENGLink Permissions Required by PRT Position

Subject Matter Expert (SME)

Action Officer (AO)

Mission Manager (MM)

Mission Specialist (MS)

Commoditiy Site Manager (CSM)

Commodities Data Specialist (CDS)

Quality Assurance Supervisor (QAS)

Mission Liaison (ML)
User

Quality Assurance (QA)
User

MFR for Movement Tasking #37

Memorandum for Record September 26, 2004

SUBJECT: FEMA Verbal Mission Tasking (Hurricane Ivan)

On September 26, 2004, verbal tasking authority for the following mission assignment has been ordered by Rudy Garcia at FEMA Region IV for the U.S. Army Corps of Engineers.

Mission: Post-Declaration Commodities (Florida)

1. When it is safe to travel after landfall of Hurricane Jeanne, provide onward movement of 14 truck loads of ice and 14 trucks of water from LSA-2, Lakeland Regional Airport 3200 Flightline Dr., Lakeland, FL. These 28 trucks are to proceed as follows:

   a. 1 Truck of each to Glades County – Buckhead Ridge Volunteer Fire Dept., 21466 E SR 78 BHR, Okeechobee, FL, POC: Bob Jones, 863-634-5056, 863-946-0566

   b. 13 Trucks of each to Orange County – Parking Lot off 1-4 and FL Turnpike, POC: Johnny Richardson, 407-836-5633, 321-303-4789

2. The trucks should be released when empty.

3. Mission Assignment Number: 1551-DR-FL-COE–SAD-14
   Event and Name Description: Hurricane Ivan

Federal Approving Official

Paul C. Holcomb, P.E.
Commodities PRT A.O.
U.S. Army Corps of Engineers

ACE-IT
LAPTOP TDY READINESS CHECKLIST

EQUIPMENT CONSIDERATIONS		
Equipment	Make sure you have an Ethernet cable at least 12 ft.	☐
	Undock the computer and test to make sure the power adapter works and will charge the computer	☐
	Fully charge your battery prior to leaving	☐
	If using headsets/microphones, confirm that they are working correctly.	☐
	If wireless access will not be available at your destination, consider getting an Air Card or Blackberry w/Tethering	☐
PREPARING THE LAPTOP (5 business days prior to TDY)		
Plug into Network for Latest Software Updates	If you do not regularly use your laptop, it is well worth the time to connect it to the network prior to departing for software updates. This will ensure the latest virus, patches, software etc is updated and ready to go. Also if you have any patches that need to be installed (your system will notify you) please let them install completely.	☐
Wireless Access	Remote areas may require an Air Card or Blackberry with Tethering capability. Ensure laptop has the appropriate software loaded to support your device and has been tested.	☐
WiFi	Test that your WiFi works correctly and that you understand how to 'connect' to WiFi connections via your laptop	☐
VPN	Test the VPN connection prior to departure. You should be able to connect to the VPN and access email, websites etc. that you may need on your trip. This requires your Remote password.	☐
IP Communicator	If using IP Communicator, review usage instructions and test to ensure that it's functioning correctly.	☐
Verify Passwords	Ensure your passwords (Remote/Unix/Oracle) are valid and not going to expire in the near future by going to https://u-pass.usace.army.mil to verify.	☐
GENERAL INFORMATION		
TSA Rules	Recommend going to www.tsa.org for the latest travel rules- they change constantly. This is extremely useful if you do not travel on a regular basis	☐
Passwords	If you have passwords that will be expiring soon (usually you've received emails about this) please consider changing them several days prior to travel. This will ensure the passwords don't expire while they are on travel, and ensures the new ones work before they travel.	☐
POST TDY RECOMMENDATIONS		
Hard Drive	If you use your laptop frequently and/or will be gone for any length of time it is recommended that you periodically schedule a defragmentation of your hard drive (cleans up the hard drive and makes it more efficient) and a full system scan for virus, spyware and adware. This should be scheduled through the ESD.	☐

Commodities Action Officer Input to Incident Action Plan

Information Collection Plan Worksheet

Branch - Operations

As of Time:

1. Hot Items Requiring Attention or Coordination
2. Actions Related to FCO Priorities
3. Current Status of Unit Operations
4. Issues affecting unit operations
5. Requested Information (See Attached Form, if any)
6. Major Accomplishments
7. Schedule of Upcoming Important Meetings and Briefings in addition to ongoing FEMA/LA STATE/DHHS/other standing calls.

Date	Time	Purpose

Information Provided by			
Name:	Section/Branch	Phone:	Date:

Attachments:

Action Officer Input to ESF #3 TL, Status Report

The following blocks of information relative to the ice/water/commodities mission need to be submitted to the ESF#3 TL daily.

1. AS OF DATE: 3 September 2011, 1330 hrs

2. CURRENT ACTIVITIES:

(a.) Current Staffing: (either list or attach)
Joe-Bob Smith, AO
Carl Brown, MM
Lucy Lu, MS
Brian McFadden, CSM
Bull Headed, QAS
John Doe #1, QA
John Doe #2, QA
John Doe #3, QA
John Doe #4, QA
(b.) Mission Hours of Operation: 0700-1930
(c.) Continue daily Unified Logistics Element Meeting at 1430.

3. MISSION ASSIGNMENTS:

1711-DR-KS-:
Commodities Distribution $300,000 Mission #: COE-SWD-04

4. **Next 24 hours:** Continue to work mission taskings.

Commodities PRT: Priority of effort is the training of locals to run PODS and distribution of commodities. A 1500 meeting will be held at the JFO to train some of the locals. Another training meeting will be held in Cedar Rapids on 7 June.

Jeff Jezewski; LRE, Commodities PRT, Commodities Site Manager, is expected to arrive on 9 June.

5. Future Operations:

Continue distribution operations.

Joe Shmoe
Commodities AO

Personnel Roster Example

Name	PRT Position	Loc	Landline Phone	Cell	Personal email addr	Hotel	Hotel Phone	Room	District Abbr	Office Symbol	In Date	Out Date	Tour M-F	Tour SS	Grade	FLSA
Patsy Fletcher	AO	JFO		202-341-2342		Hampton TF Green	401-739-8888	436	HQ	CECO	31-Mar-2010	7-Apr-2010	0700-1930	0700-1930		
Gary Stangeland	MM	JFO		409-939-0236		Hampton TF Green	401-739-8888	201	CESWG	EM	30-Mar-2010	20-Apr-2010	0700-1930	0700-1930	12/9	E
Willam Rogers	MS	JFO		718-775-5572		Hampton Converntiy		404	CENAD	RBT	05-Apr-2010	14-Apr-2010	0700-1930	0700-1930	13/7	E