



FEMA

1 **US&R PROGRAM DIRECTIVE – 2024-00x**

2 **TBD 2024**

3 **FOR:** National Urban Search & Rescue Response System
4 Task Force Representatives and Program Managers

5 **FROM:** Dean Scott, Chief (Acting)
6 Urban Search and Rescue Branch

7 **SUBJECT:** US&R Program Directive 2024-0xx – Consolidated Policy – Response and
8 Reimbursement Claim Policies and Procedures

9 **Implementation Date:** **TBD**

Re-issue Date: **TBD**

10 The intent of this National Urban Search & Rescue (US&R) Response System (the System)
11 Program Directive (PD) is to clarify and provide a consolidated document containing the Policies
12 and Procedures related to response activities and reimbursement claim documentation. This PD
13 incorporates reimbursement guidance issued under 44 CFR Part 208, PD 2005-020, PD 2005-026,
14 and GM 2019-087.

15 This consolidated policy is temporary and will be revised within its first year as implementation
16 issues become known and adjudicated. It is envisioned that this policy will become the foundation
17 for a Statement of Work to accompany the Response Cooperative Agreement under development.

18 The topics in this policy are listed in chronological order like the timeline of a deployment. Major
19 sections include Alert, Activation, Demobilization, Rehabilitation, After Action, and
20 Reimbursement. They are not all-inclusive of situations that can occur, rather they represent key
21 milestones that occur during the various phases of System resource response. The phases of
22 response naturally carry over to time and attendance, hours worked, rehabilitation time earned,
23 payroll and other administrative activities that document and show validation of services rendered
24 to support the reimbursement claim package. The time and attendance, and documentation
25 requirements are addressed in each section.

26 **REQUIRED ACTIONS**

27 Task forces are directed to adhere to the following consolidated policy and procedures when
28 documenting the deployment of System resources to an incident. The policies in this document
29 are also to be used when determining payroll allowability and when inputting data into various
30 forms and documents in support of a reimbursement claim. These policies adhere to public law,
31 federal regulation, and FEMA Policy, and supersede prior guidance issued by way of System
32 Program Directive or General Memorandum relating to deployment activity that leads to
33 reimbursement claim submission.

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35 **ALERT**

36 *Alert* means the status of a System resource’s readiness when triggered by an Alert Order
37 indicating that FEMA may Activate the System resource.

38 • **Alert is a specific Action Order, it is independent of an Activation Order.** An Alert
39 Order will be issued when applicable.

40 • **Alert Date and Time (if applicable):**

41 ○ This is the date and time that the System resource is officially placed in an Alert
42 status.

43 ○ This date and time will appear on the Alert Order.

44 ○ No expenditures are allowed under the Response Cooperative Agreement prior to
45 the date/time listed on the Alert Order.

46 ○ No member will receive compensation prior to the date/time listed on the Alert
47 Order; there are no exceptions.

48 • **Task Force Member Start Time – Alert:**

49 ○ The start time begins when the Task Force Member arrives at the Point of Assembly
50 (POA).

51 ■ Travel time from home to the POA is not generally compensable (see
52 exception below).

53 ■ Start time for on-duty members should be consistent with time they were
54 relieved of duty.

55 ○ The start time must be documented.

56 ■ Physical sign-in sheet indicating arrival time at POA.

57 ■ Electronic sign-in at the POA with timestamp.

58 • Must be able to produce hard copy for reimbursement claim.

59 ■ Individual timesheet with daily date and time entries.

60 ○ No member will receive pay prior to the date/time on the Alert Order.

61 ○ Exception to reimbursement of salary costs for travel time: When travel time is
62 specifically stated in Sponsoring Agency or Participating Agency Policy as
63 allowable. This allowance must be applicable to all employees of the agency and/or
64 by Collective Bargaining or Labor Agreement.

65 ■ Documentation of policy or labor agreement required with reimbursement
66 claim package (applicable excerpt only).

67 ■ Notation is to be entered in the Remarks section of the Individual
68 Workbook.

69 • **Alert – General Cost Principles:**

70 ○ The Alert Order authorizes a specific amount of funds for administrative expenses
71 that the Sponsoring Agency may use to begin planning and to convene those
72 personnel who are required to prepare for task force activation.

- 73 ○ Generally funded at \$10,000.
- 74 ○ Amount can be amended if Alert status is extended.
- 75 ○ Used to bring in key personnel necessary to plan, load equipment, and other
- 76 activities to expedite deployment should an activation occur (e.g., TFLs, Planning
- 77 Team, Logisticians).
- 78 ▪ It is allowable to use and backfill for on-duty personnel if deemed
- 79 appropriate/necessary.
- 80 ▪ Backfill is allowable as necessary.
- 81 ○ Not intended to fund full staffing of the anticipated resource type.
- 82 ○ FEMA will reimburse costs incurred during an Alert, up to the dollar limit specified
- 83 in the Alert Order, for the following activities:
- 84 ▪ (1) Personnel costs, including Backfill, incurred to prepare for Activation.
- 85 ▪ (2) Transportation costs relating to hiring, leasing, or renting vehicles and
- 86 drivers.
- 87 ▪ (3) The administrative allowance provided in § 44 CFR 208.41.
- 88 ▪ (4) Food and beverages for Task Force Members and Support Specialists
- 89 when FEMA does not provide meals during the Alert. FEMA will limit
- 90 food and beverage reimbursement to the amount of the then-current Federal
- 91 meals daily allowance published in the Federal Register for the locality
- 92 where such food and beverages were provided, multiplied by the number of
- 93 personnel who received them.
- 94 ○ Calculation of Alert Order dollar limit. The Alert Order dollar limit will equal:
- 95 ▪ (1) An allowance of 10 percent of the Task Force’s Daily Cost Estimate;
- 96 and
- 97 ▪ (2) A supplemental allowance of 1 percent of the task force’s Daily Cost
- 98 Estimate for each 24-hour period beyond the first 72 hours of Alert.
- 99 ○ Non-allowable costs. FEMA will not reimburse costs incurred or relating to the
- 100 leasing, hiring, or chartering of aircraft or the purchase of any equipment, aircraft,
- 101 or vehicles.
- 102 • **Alert – Documentation:**
- 103 ○ An Individual Worksheet specific to the Alert will be required.
- 104 ○ A US&R Form 18-001 specific to the Alert will be required if the pay/benefit rate
- 105 is different than other categories of earned income.
- 106 ○ A sign-in sheet, individual time sheet or other document corroborating hours
- 107 worked is required.
- 108 ○ The Alert Tab of the Master Personnel Costs Worksheet is to be used to document
- 109 payroll for task force members reporting because of the Alert Order.

- 110 ▪ The Date and Time on the Alert Order is to be entered into the Alert tab of
- 111 the Master Worksheet as well as on each Individual Worksheet of members
- 112 supporting the Alert order.
- 113 ▪ Differentiate Alert payroll expenses from Activated and other payroll
- 114 expenses by using separate Individual Worksheets for separate activities
- 115 and logging under the correct tab of the Master Personnel Costs Worksheet.
- 116 ○ Place “N/A” into the Alert tab of the Master Worksheet as well as on each Individual
- 117 Worksheet when no Alert Order is issued.

118 ACTIVATION

119 • **Activation Date and Time:**

- 120 ○ This is the date and time that the System resource is officially activated.
- 121 ○ This date and time will appear on the Activation Order.
- 122 ○ No expenditures are allowed under the Response Cooperative Agreement prior to
- 123 the date/time listed on the Activation Order.
 - 124 ▪ No member will receive compensation prior to the date/time listed on the
 - 125 Activation Order
- 126 ○ The IST / Activated TF Member tab of the Master Personnel Costs Worksheet is to
- 127 be used to document payroll for IST and task force members deploying because of
- 128 the Activation Order
 - 129 ▪ An Individual Worksheet specific to Activated IST and task force members
 - 130 is required.
 - 131 ▪ A US&R Form 18-001 specific to the Activation will be required if the
 - 132 pay/benefit rate is different than other categories of earned pay.
 - 133 ▪ The Date and Time on the Activation Order is to be entered into the
 - 134 Activated IST/Personnel tab of the Master Worksheet as well as on each
 - 135 Individual Worksheet.

136 • **Start Time – Task Force Member:**

- 137 ○ The start time begins when the Task Force Member arrives at the Point of Assembly
- 138 ▪ Travel time from home to the POA is not generally compensable (see
- 139 exception below)
- 140 ○ The start time must be documented.
 - 141 ▪ Physical sign-in sheet indicating arrival time in POA.
 - 142 ▪ Electronic sign-in at the POA with time stamp, must be able to produce copy
 - 143 for reimbursement claim.
 - 144 ▪ Individual timesheet with daily date and time entries
- 145 ○ No member will receive pay prior to the date/time on the Activation Order
- 146 ○ Exception to reimbursement of salary costs for travel time: When travel time is
- 147 specifically stated in Sponsoring Agency or Participating Agency Policy as

148 allowable. This allowance must be applicable to all employees of the agency and/or
149 by Collective Bargaining or Labor Agreement.

- 150 ▪ Documentation of policy or labor agreement required with reimbursement
151 claim package (applicable excerpt only)
- 152 ▪ Notation is to be entered in the Remarks section of the Individual Workbook

153 • **Start Time – IST Member Flying to Destination:**

- 154 ○ The start time begins three hours prior to the scheduled flight.
 - 155 ▪ The three hours is to compensate the IST member for arriving at the airport
156 three hours prior to flight based on TSA guidelines.
 - 157 ▪ This is not to compensate for travel time.
- 158 ○ Travel time from home to the POA is not generally compensable (see exception
159 below)
- 160 ○ The start time must be documented.
 - 161 ▪ Individual timesheet with daily date and time entries
 - 162 ▪ Submit travel itinerary / flight time documentation with reimbursement
163 claim.
- 164 ○ No member will receive pay prior to the date/time on the Activation Order.
- 165 ○ Exception to reimbursement of salary costs for travel time: When travel time is
166 specifically stated in Sponsoring Agency or Participating Agency Policy as
167 allowable. This allowance must be applicable to all employees of the agency and/or
168 by Collective Bargaining or Labor Agreement.
 - 169 ▪ Documentation of policy or labor agreement required with reimbursement
170 claim package (applicable excerpt only).
 - 171 ▪ Notation is to be entered in the Remarks section of the Individual
172 Workbook.

173 • **Start Time – IST Member Driving to Destination:**

- 174 ○ The start time begins upon beginning travel.
- 175 ○ The start time must be documented.
 - 176 ▪ Individual timesheet with daily date and time entries
- 177 ○ No member will receive pay prior to the date/time on the Activation Order
 - 178 ▪ Notation is to be entered in the Remarks section of the Individual Workbook
179 indicating IST member drove.

180 **Note:** IST members generally deploy directly to their destination, most often via
181 commercial air carrier. If the task force requires its IST members to report to the
182 Point of Assembly before continuing to the airport or final destination, then the start
183 time and end time will be consistent with that of a task force member.

- 184 ○ Documentation of policy required with reimbursement claim package (applicable
185 excerpt only).
- 186 ○ Notation is to be entered in the Remarks section of the Individual Workbook.

- 187 • **Activation – Documentation of Personnel:**
- 188 ○ An Individual Worksheet specific to the Activation is required.
- 189 ○ An 18-001 specific to the Activation will be required if the pay/benefit rate is
- 190 different than other categories of earned income.
- 191 ○ A sign-in sheet, individual time sheet or other document corroborating hours
- 192 worked is required.
- 193 ○ The IST or Activated Task Force member tab of the Master Personnel Costs
- 194 Worksheet is to be used to document payroll for task force members reporting
- 195 because of the Activation Order
- 196 ▪ The Date and Time on the Activation Order is to be entered into the IST
- 197 and/or Activated Task Force Member tab of the Master Worksheet as well
- 198 as on each Individual Worksheet of members deploying to the event.
- 199 ▪ Differentiate Activation income from other earned income by using
- 200 separate Individual Worksheets for separate activities and logging under the
- 201 correct tab of the Master Personnel Costs Worksheet.
- 202 • **Activation – Cost Principles:**
- 203 ○ **Allowable Costs – Activation – General:**
- 204 (a) Cost neutrality. FEMA policy is that an Alert or Activation should be as cost
- 205 neutral as possible to Sponsoring Agencies and Participating Agencies. To
- 206 make an Alert or Activation cost neutral, FEMA will reimburse under this
- 207 subpart all reasonable, allowable, necessary and allocable costs that a
- 208 Sponsoring Agency or Participating Agency incurs during the Alert or
- 209 Activation.
- 210 (b) Actual costs. FEMA will not reimburse a Sponsoring Agency or
- 211 Participating Agency for any costs greater than those that the Sponsoring
- 212 Agency or Participating Agency incurs during an Activation.
- 213 (c) Normal or predetermined practices. Consistent with 2 CFR Part 200,
- 214 Sponsoring Agencies and Participating Agencies must adhere to their own
- 215 normal and predetermined practices and policies of general application
- 216 when requesting reimbursement from FEMA except as it sets out in this
- 217 subpart.
- 218 (d) Indirect costs. Indirect costs beyond the administrative and management
- 219 costs allowance established by § 44 CFR 208.41 are not allowable.

220 **DEMOBILIZATION**

221 Demobilization following Alert and/or Activation indicates that the System resource is no longer

222 required, and the US&R Branch or IST has determined that reassignment is not warranted. The

223 scenarios affecting demobilization include the resource has completed its assignment, incident

224 conditions have changed, and the resource is no longer needed, or the resource has been deemed

225 unable to continue operations.

226

- 227 • **Demobilization Date and Time:**
- 228 ○ Date/Time listed on the Demobilization Order
- 229 ▪ This is the date/time that the IST, in coordination with the Authority Having
230 Jurisdiction (AHJ), the FEMA Incident Management Assistance Team
231 (IMAT), the impacted FEMA Region and FEMA HQ has declared the
232 resource to be excess.
- 233 ▪ Demobilization is an orderly process for the release and return of all
234 response resources and personnel to their respective home destinations.
- 235 ▪ The demobilization order is the beginning of the demobilization process.
- 236 ▪ The demobilization process ends when the personnel have been released
237 from duty.
- 238 ▪ Portal to portal pay continues throughout the demobilization process.
- 239 • **End Time – Task Force Member:**
- 240 ○ This is the date/time that the member is released by the task force.
- 241 ▪ Generally, the member is released from the Point of Assembly.
- 242 ○ This is the exact date/time that deployment income stops.
- 243 ▪ Overtime is non-allowable for the deployed member beyond this time.
- 244 • Time stops at the exact time the member is released.
- 245 • Personnel do not get paid to the “end of shift” time increment.
- 246 ▪ If this time falls within a deployed members regular shift.
- 247 • The member will remain in an on-duty status for the remainder of
248 the shift.
- 249 • Backfill is an allowable expense.
- 250 • **End Time – IST Member Flying Home from Disaster:**
- 251 ○ The IST Member end time when flying home from the disaster is the time the IST
252 member lands at the home airport. Up to one hour is allowed for retrieval of
253 luggage. When arrival time is different than what’s noted in the return air itinerary,
254 note the reason in the comments box of the IW.
- 255 ○ Travel time from the airport to home is not generally compensable (see exception
256 below).
- 257 ○ The end time must be documented.
- 258 ▪ Individual timesheet with daily date and time entries.
- 259 ▪ Submit travel itinerary / flight time documentation with reimbursement
260 claim.
- 261 ○ No member will receive overtime after the end time as calculated above.
- 262 ○ Exception to reimbursement of salary costs for travel time: When travel time is
263 specifically stated in Sponsoring Agency or Participating Agency Policy as
264 allowable. This allowance must be applicable to all employees of the agency and/or
265 by Collective Bargaining or Labor Agreement.

- 266 ▪ Documentation of policy or labor agreement required with reimbursement
267 claim package (applicable excerpt only).
268 ▪ Notation is to be entered in the Remarks section of the Individual
269 Workbook.
- 270 • **End Time – IST Member Driving Home from Disaster:**
- 271 ○ The IST Member end time when driving home from the disaster is the time the IST
272 member arrives at their home or other location if they choose to stop before
273 continuing home, e.g., restaurant, parent’s/child’s/friend’s house.
- 274 ○ The end time must be documented.
- 275 ▪ Individual timesheet with daily date and time entries.
276 ▪ Submit travel itinerary with reimbursement claim.
277 ▪ If this time falls within an IST deployed member's regular shift.
- 278 • The member will remain in an on-duty status for the remainder of
279 the shift.
280 • Backfill is an allowable expense.
- 281 ○ No member will receive overtime after the end time as calculated above.
- 282 **Note:** IST members generally demob directly to their home, most often via
283 commercial air carrier. If the task force requires its IST members to report to the
284 Point of Assembly before returning home or to their final destination, then the end
285 time will be consistent with that of a task force member, POA release
286 documentation required.

287 PAYROLL VERIFICATION

- 288 • Individual payroll report from Sponsoring or Participating agency
289 • Master payroll report from Sponsoring or Participating Agency
290 • In lieu of a payroll report, comprehensive documentation from the Sponsoring or
291 Participating Agency indicating the total amount paid, regular hours paid, overtime hours
292 paid, regular hourly rate, regular benefit rate, OT hourly rate, OT benefit rate, etc.
- 293 ○ This should be an exception and only used when the Sponsoring or Participating
294 Agency does not have automated reporting.

295 PERSONNEL REHABILITATION

296 Personnel Rehabilitation means the period allowed by FEMA for a person’s rehabilitation to
297 normal conditions of living following an Activation. FEMA will reimburse costs incurred for the
298 compensation, including benefits and backfill, of each Activated System Member regularly
299 scheduled to work during the rehabilitation period specified in the Demobilization Order. The
300 time allowed for personnel rehabilitation is considered the Personnel Rehabilitation Period (PRP).

301

- 302 • The number of PRP hours will be authorized as part of the Demobilization Order and
303 calculated as follows:
- 304 ○ Type I operations = 72 hours
- 305 ▪ e.g., OKC, Pentagon, WTC week-long periods of sustained operations.
- 306 ○ Type III operations = 12 to 48 hours – dependent upon the type/severity of
307 operations (IST recommendation to be made to the NRCC/US&R Branch).
- 308 ▪ Examples:
- 309 • 12 hours if demobilized while en route to an assigned location prior
310 to arrival.
- 311 • 24 hours for arrival at the assigned location and subsequently staged
312 only.
- 313 • 48 hours for moderate to heavy operations.
- 314 • PRP Start and End Time:
- 315 The timeframe for beginning of the PRP will be determined based on the time personnel
316 are released from the POA.
- 317 ○ If personnel are released from the POA at a time which is prior to the point that is
318 50% of the Sponsoring Agency’s (SA) normal shift schedule, then the PRP will
319 begin on the day of release, at the time that is 50% of the normal shift schedule.
- 320 ▪ Example: The SA’s normal shift is 24 hours, 0700 to 0700. If personnel
321 were released from the POA at 1500 hours, because this is prior to the 50%
322 shift schedule time of 1900 hours the PRP would begin at 1900 hours.
- 323 ○ If personnel are released from the POA at a time which is equal to or after the point
324 that is 50% of the SA’s normal shift schedule, then the PRP will begin on the next
325 day at the normal shift start time.
- 326 ▪ Example: The SA’s normal shift is 24 hours, 0700 to 0700. If personnel
327 were released from the POA at 2200 hours, since this is after the 50% shift
328 schedule time of 1900 hours, the PRP would begin the next day at 0700
329 hours.
- 330 • Personnel rehabilitation covers “on-duty” hours of deployed members which fall within
331 the PRP.
- 332 ○ It is used to cover the regular hours and benefits for shifts that fall within the PRP
333 of the deployed member.
- 334 ▪ There is no overtime to the deployed member.
- 335 ▪ Backfill is allowed when the deployed members shift falls within the PRP
336 and the position is normally backfilled when vacant.
- 337 • Backfill is calculated at overtime rate plus benefits.
- 338 • Only pay the difference of the backfill costs that is greater than the
339 deployed member costs.
- 340 ○ The member cannot be in a PRP status and working, they must be off duty.
341 Working includes training, meetings, promotional processes, etc that a typical

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342 public safety employee finds themselves engaged in. If the member chooses to work
343 upon their return, they are not eligible for rehabilitation pay.

344 ○ An affiliate member must be scheduled for work at their regular employer and in a
345 non-pay status in order to receive compensation during the PRP. Their regular
346 work hours start and stop times are required on their IW.

347 ● PRP for IST Members

348 ○ Same as the task force member, based on IST End Time discussed earlier in this
349 document.

350 **BACKFILL**

351 *Backfill* means the personnel practice of temporarily replacing a person in his or her usual position
352 with another person.

353 ● FEMA will reimburse the cost to backfill System members. Backfill costs consist of the
354 expenses generated by filling the position in which the activated System member should
355 have been working. These costs are calculated by subtracting the non-overtime
356 compensation, including fringe benefits, of activated System members from the total costs
357 (non-overtime and overtime compensation, including fringe benefits) paid to backfill the
358 activated System members. Backfill reimbursement is available only for those positions
359 that are normally backfilled by the Sponsoring Agency or Participating Agency during
360 Activation. Employees exempt under the Fair Labor Standards Act (FLSA) not normally
361 backfilled by the Sponsoring Agency or Participating Agency are not eligible for backfill
362 during activation.

363 ● **Documentation – Backfill Personnel:**

364 ○ Backfill calculations are performed on the Individual Workbook and carried over
365 to the Master Personnel Costs Workbook. The standard Individual Team Member
366 Workbook includes data fields for up to 12 backfill positions. The standard
367 Individual Team Member Workbook automatically calculates the difference of pay
368 between the deployed member and the backfill member and provides the data to be
369 carried over to the Master Personnel Workbook.

370 ○ 40-hour conversion. Add information on 40-hour conversion and ensure normal on
371 duty days and backfill are on an hour for hour basis to include benefits. The
372 standard Individual Workbook does not capture conversion information without
373 the workbook being manually adjusted.

374 **SUPPORT PERSONNEL**

375 *Support Specialist* means a person participating in the System who assists the task force with
376 administrative or other support during mobilization, ground transportation and demobilization as
377 directed. Reimbursement of compensation costs for Activated Support Specialists will be limited
378 to periods of time during which they were actively supporting the Activation or traveling to or
379 from locations at which they were actively supporting the Activation. The provisions of § 44 CFR
380 208.40 govern costs incurred for providing fringe benefits to System Members.

381

- 382 • **Documentation – Support Personnel:**
- 383 ○ Support personnel are documented on the upper section of the Support Personnel
- 384 Tab of the Master Personnel Cost Workbook.
- 385 ■ Enter the first date that work is performed for the particular category and
- 386 the particular individual.
- 387 ○ An individual worksheet is required for all personnel performing support activities.
- 388 ○ Payroll validation will be required if not already provided for work performed in
- 389 other categories.
- 390 ○ A sign-in sheet, individual time sheet or other document corroborating hours
- 391 worked is required.

392 **OPERATING COSTS – REIMBURSEMENT**

393 FEMA will reimburse the following operating costs without need for additional approval:

- 394 • Fuel, Deisel Exhaust Fluid (DEF), oil, windshield wiper fluid, brake fluid, etc. consumed
- 395 while deployed on a federal disaster. Receipts validating the exact dollar amount of the
- 396 expenditures are required to be submitted with the task force reimbursement claim.
- 397 • Meals – limited to the current federal allowance as posted with GSA for the locality where
- 398 the food is purchased/provided. The task force should submit reimbursement for the actual
- 399 amount expended, up to the GSA scheduled rate. Although receipts will be needed locally
- 400 by policy or to reconcile credit card purchases, FEMA does not require receipts for meals.
- 401 Do not submit meal receipts with the reimbursement package.
- 402 • Lodging
- 403 ○ Enroute to the disaster
- 404 ■ Due to the lifesaving nature that task forces activated for a federal mission
- 405 are deployed to, time is critical and lodging while enroute to a disaster is
- 406 generally not allowable. Personnel Safety remains paramount and task
- 407 forces driving long distances and overnight should make frequent stops,
- 408 rotate drivers, and implement short (relative) rest periods. Lodging at a
- 409 hotel however is not permissible except in unusual circumstances and only
- 410 after approval has been provided by the ESF #9 desk at the NRCC.
- 411 ■ If lodging becomes unavoidable due to unusual circumstances, the task
- 412 force must request approval from the ESF #9 desk at the NRCC. All verbal
- 413 approvals must be backed up in writing. It is the responsibility of the task
- 414 force to submit the follow-up request in writing and ensure they receive an
- 415 email reply indicating the expenditure is approved. This documentation
- 416 must be submitted with the task force reimbursement claim.
- 417 ■ Lodging expenditures must remain within the current GSA rate for the
- 418 locality where the lodging occurs.
- 419 ■ Task forces are expected to lodge using double occupancy and should take
- 420 double occupancy into consideration with respect to the lodging cost and
- 421 the GSA rate schedule.

- 422 ▪ Receipts validating the exact dollar amount of the lodging expenditures are
423 required to be submitted with the task force reimbursement claim.
- 424 ○ Returning home from the disaster
- 425 ▪ Rest Over Night (RON) in a hotel is allowable without additional
426 documentation.
- 427 ▪ While returning home from the disaster, task force personnel remain on
428 portal-to-portal pay and are expected to travel home in the most expedient
429 means possible.
- 430 ▪ Task forces are expected to put in a full day’s effort during each day of
431 return travel, starting at reasonable start time of approximately 08:00 and
432 lasting a full 10 hours.
- 433 ▪ Task forces are not to delay their start time on the last day of travel in an
434 attempt to extend their day beyond 50%. All task forces are expected to
435 return to their home station as expediently as possible.
- 436 ▪ Lodging expenditures must remain within the current GSA rate for the
437 locality where the lodging occurs. Although not uncommon for lodging rate
438 waivers to be issued for the actual disaster location, these waivers follow a
439 very formal process and are often limited to the disaster area and not the
440 cities/towns that the task force travels through to get to, or home from the
441 disaster.
- 442 ▪ Task forces are expected to lodge using double occupancy and should take
443 the double occupancy into consideration with respect to the lodging cost
444 and the GSA rate schedule.
- 445 ▪ Receipts validating the exact dollar amount of the lodging expenditures are
446 required to be submitted with the task force reimbursement claim.

447 **EQUIPMENT AND SUPPLIES – PROCUREMENT AND REIMBURSEMENT**

- 448 • **ALL PURCHASES MUST BE APPROVED IN ADVANCE**
- 449 ○ Every task force has been provided with funding under the Readiness Cooperative
450 Agreement to procure and maintain an equipment cache as directed by the current
451 *FEMA Approved Equipment Cache List*.
- 452 ○ Since task forces have, or should have, all items on the cache list, it is not
453 appropriate to use the Disaster Relief Funds to procure cache list items.
- 454 • Non-consumable items. FEMA will reimburse costs incurred to repair or replace any non-
455 consumable item on the *FEMA Approved Equipment Cache List* that was lost, damaged,
456 destroyed, or donated at FEMA direction to another entity, during Activation. For each
457 such item, the Sponsoring Agency must document, in writing, the circumstances of the
458 loss, damage, destruction, or donation.
- 459 ○ All requests to procure equipment and supplies consumed during an activation
460 require prior written approval by the IST using a US&R Form 19-006.
- 461 ○ All requests to repair or replace equipment and supplies that were lost, damaged,
462 stolen require:

- 463 ▪ A US&R Form 19-006 (Request to Purchase Supplies, Equipment and
- 464 Services)
- 465 ▪ A US&R Form 19-007 (US&R Damaged or Lost Equipment Reporting)
- 466 ▪ In addition to the above, stolen items require a police report.

- 467 • Consumable items. FEMA will reimburse costs incurred to replace any consumable item
- 468 on the *FEMA Approved Equipment Cache List* that was consumed during Activation.

- 469 • Non-Allowable costs. FEMA will not reimburse costs incurred for items that are not listed
- 470 on the *FEMA Approved Equipment Cache List*; for items purchased greater than the
- 471 quantity identified in the *FEMA Approved Equipment Cache List*; or for any purchase of
- 472 non-expendable items that duplicate a previous purchase under a Preparedness or Response
- 473 Cooperative Agreement.

- 474 • Request for purchase or maintenance of equipment and supplies not appearing on the
- 475 equipment cache list, or that exceed the number specified in the *FEMA Approved*
- 476 *Equipment Cache List*, must be made in writing, and approved prior to expending funds.

- 477 • Equipment Rehabilitation must be completed within 45 days of the end of the personnel
- 478 rehabilitation period.

- 479 • **Documentation – Equipment Rehabilitation**
 - 480 ○ Equipment rehabilitation is documented on the lower section of the Support
 - 481 Personnel Tab of the Master Personnel Cost Workbook.
 - 482 ▪ Enter the first date that work is performed for the particular category and
 - 483 the particular individual.
 - 484 ○ An individual worksheet is required for all personnel performing cache rehab.
 - 485 ○ Payroll validation will be required if not already provided for work performed in
 - 486 other categories.
 - 487 ○ A sign-in sheet, individual time sheet or other document corroborating hours
 - 488 worked is required.

489 AFTER ACTION REPORTING

490 To the extent possible, after-action activities should be incurred during the activation period. Costs
491 incurred for conducting after-action meetings and preparing after-action reports after the personnel
492 have been demobilized must be billed as direct costs in accordance with FEMA administrative
493 policy using the After Action Tab of the Master Worksheet.

494 Administrative Costs

495 The administrative allowance is intended to defray costs of the following activities:

- 496 • Collecting expenditure information from Sponsoring Agencies and Participating Agencies.
- 497 • Compiling and summarizing cost records and reimbursement claims.
- 498 • Duplicating cost records and reimbursement claims.
- 499 • Submitting reimbursement claims, including mailing, transmittal, and related costs.

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- 500 • The above costs should be rolled into the administrative allowance and not submitted for
501 reimbursement as direct costs.
- 502 • FEMA does not pay an administrative allowance to Participating Agencies. It is allowable
503 for the Sponsoring Agency to reimburse the Participating Agency for administrative costs,
504 but they must be paid out of the administrative allowance portion of the reimbursement
505 claim and not submitted as a direct expense.

506 **REIMBURSEMENT CLAIM SUBMISSION – Mobilization Partial Payment**

- 507 • To reduce the burden placed on Sponsoring and Participating Agencies for salaries and
508 benefits of deployed personnel, task forces may request a Mobilization Partial Payment
509 (MPP) of 75% of the projected salaries as soon as the Personnel Rehabilitation Period ends.
- 510 • The MPP includes projected salaries, benefits, differential for backfill salary and benefits,
511 and atypical operating expenses such as cargo contracts or airfare for the entire task force
512 at the request of the US&R Branch and approved in advance.
- 513 • The MPP does not include the projected salaries for cache rehabilitation, equipment and
514 commodity purchase and replacement, lodging, or meals.

515 **MPP Submission Process**

- 516 • Complete and sign a US&R Form 18-001 (Deployment Hourly Pay and Benefit Rate
517 Verification) to include all personnel for whom costs are claimed
- 518 • Complete and sign a US&R Form 18-003 (Mobilization Partial Payment Form).
- 519 • Using the dollar amount generated on the Form 18-003, complete and sign an OMB
520 Standard Form 270 (Request for Advance or Reimbursement).
- 521 • Electronically submit the above documents to the US&R Branch for processing.,

522 Note: Full claim extension requests will not be approved unless an MPP has been filed.

523 **REIMBURSEMENT CLAIM SUBMISSION – Full Claim**

- 524 • Method: Reimbursement claims must be submitted electronically. There are two methods
525 that are currently acceptable. 1) submit all documentation into the FEMA US&R Learning
526 Management System (LMS); or 2) submit via Sponsoring Agencies secure link such as
527 SharePoint.

528 **Note:** Although the FEMA firewall accepts many of the System task force shared file
529 protocols, some systems are not compatible. If a task force's IT system is not compatible
530 with FEMA, use the LMS.

- 531 • Timeliness:
 - 532 ○ The Sponsoring Agency must submit their full reimbursement claim package
533 within 90 days of the end of the Personnel Rehabilitation Period specified in the
534 Demobilization Order.
 - 535 ○ The US&R Branch must complete review and submit findings to the Sponsoring
536 Agency within 90 days of receipt of reimbursement claim package.

- 537 ○ Informal Adjudication of Items Deemed Non-Eligible: Once the US&R Branch has
538 completed its review of the reimbursement package and provided its findings to the
539 Sponsoring Agency, the US&R Branch will allow 14 days for the Sponsoring
540 Agency to provide additional documentation to justify the expense in question.
541 After the 14 days have passed, the US&R Branch will submit all expenses that were
542 deemed eligible for payment.
- 543 ○ Extensions: The US&R Branch may extend the due date of the full claim package
544 due to extenuating circumstances. All extension requests must be in writing and
545 include a detailed explanation of actions taken up until the time of request as well
546 as outstanding items that have yet to be completed.
- 547 ○ When a Sponsoring Agency requests an extension, the US&R Branch will require
548 the following:
- 549 ■ What items remain to be procured?
 - 550 ■ What are the procurement challenges for each item?
 - 551 ■ Does documentation exist validating the procurement process began soon
552 after returning from the event?
 - 553 ■ Except for the items yet to be procured, is the equipment worksheet
554 otherwise complete and ready for submission, e.g., fuel receipts, hotel
555 receipts, food receipts, receipts for the consumables, supplies, and
556 equipment that can be procured?
 - 557 ■ Are all Individual Worksheets and the Master Personnel Worksheet
558 complete and ready for submission?
 - 559 ● If not, please identify what is outstanding and explain why.
 - 560 ■ Please provide additional details of what is at issue if not addressed above.
 - 561 ■ Please specify the desired extension date.
- 562 ○ Note: To reduce the burden placed on Sponsoring and Participating Agencies for
563 salaries and benefits of deployed personnel, extensions will not be approved unless
564 a Mission Partial Payment (MPP) has been filed.
- 565 ● Determination of Non-Eligible Items:
 - 566 ○ For all items deemed not eligible for reimbursement, the US&R Branch must
567 provide the Sponsoring Agency with the grounds for which the determination of
568 eligibility was made.
 - 569 ● Payment of Claims:
 - 570 ○ FEMA will reimburse all allowable costs for which a Sponsoring Agency requests
571 reimbursement within 30 days of determination of allowability.
 - 572 ○ The payment phase remains open through all stages of the reimbursement and
573 appeal process.
- 574

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- 575 • Appeals:
- 576 ○ Initial Appeal:
- 577 ▪ Sponsoring Agencies may appeal any determination of non-eligibility to the
- 578 US&R Branch Chief
- 579 ▪ The appeal must be in writing, be received within 60 days of notice of non-
- 580 eligibility and contain legal and factual justification for the Sponsoring
- 581 Agency’s contention that the cost is allowable.
- 582 ▪ Within 90 days, the US&R Branch must review the additional information
- 583 submitted, investigate as necessary, render a determination, and submit
- 584 written notice of determination to the Sponsoring Agency.
- 585 ○ Final Appeal:
- 586 ▪ Following an initial appeal Sponsoring Agency’s may appeal determination
- 587 on non-eligibility to the Operations Division Director
- 588 ▪ Within 90 days, the Operations Division Director will render a
- 589 determination and notify the Sponsoring Agency.
- 590 ○ Timely Filing of Appeals:
- 591 ▪ If the Sponsoring Agency does not file an appeal within the time periods
- 592 specified, FEMA will deem that the Sponsoring Agency has waived its right
- 593 to appeal any decision that could have been the subject of an appeal.

594 Any questions should be directed to Buddy Ey at elwood.ey-iii@fema.dhs.gov.

595 cc:

- 596 US&R Strategic Group
- 597 US&R Advisory Group
- 598 US&R Branch Staff
- 599 FEMA Regional/Federal/International ESF #9 Representatives

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