

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice SEM-39

For: FSA Offices

**Submitting FSA-783, Emergency Operations for FSA Employees
Contact Information and Phone Tree**

Approved by: Deputy Administrator for Management



1 Overview

A Background

FSA has implemented the MIR3 emergency notification system to promote effective and efficient notification and accountability of all FSA employees, including volunteers and interns. MIR3:

- is invaluable for providing quick notifications about natural or man-made disasters, severe weather, or building closures by quickly launching a mass notification, and
- allows recipients to respond by voice or text.

The FSA-783 (**08-06-14**) has been revised to ensure that FSA has the most current contact information for FSA employees.

Note: Providing the requested information on the FSA-783 is voluntary. However, failure to provide the requested information will result in employees not being notified in a timely manner of natural or man-made disasters, severe weather, or building closures.

B Purpose

This notice provides guidance to FSA offices on submitting the FSA-783's (Exhibit 1) to the Emergency Preparedness Division (EPD) for entry into the MIR3 emergency notification system.

Disposal Date	Distribution
January 1, 2015	All FSA Offices; State Offices relay to County Offices

1 Overview (Continued)

C Contact

For questions regarding this notice contact either of the following:

- Robert Haughton, Director, EPD by either of the following:
 - e-mail to **robert.haughton@wdc.usda.gov**, or
 - telephone at 202-720-0135
- Nicole Steele, EPD, by either of the following:
 - e-mail to **nicole.steele@wdc.usda.gov**, or
 - telephone at 202-720-4542.

2 Action

A County Office Action

County offices shall:

- complete the FSA-783, and
- submit the completed FSA-783 to the state office no later than October 24, 2014.

B State Office Action

State offices shall:

- complete the FSA-783, and
- submit the completed state office and **all** county office FSA-783's to EPD by e-mail to **ra.dcwashing3.fsa.epd** no later October 31, 2014.

C National Office Action

All National office deputy areas and divisions shall:

- complete FSA-783, and
- submit the completed FSA-783 to EPD by e-mail at **ra.dcwashing3.fsa.epd** no later October 31, 2014.

Example of FSA-783 (08-06-14)

The following is an example of FSA-783 that is available at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

<p>This form is available electronically.</p> <p>FSA-783 (08-06-14)</p>		<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>		<p>A. Date Prepared (MM-DD-YYYY)</p>			
<p>EMERGENCY OPERATIONS FOR FSA EMPLOYEES CONTACT INFORMATION AND PHONE TREE (FSA Internal Use Only)</p>				<p>B. Agency/Division/Branch</p>			
<p>C. Office Name and Location (Enter "X" in applicable box. For State and County enter applicable name):</p>				<p>WDC <input type="checkbox"/> APFO <input type="checkbox"/> KC <input type="checkbox"/></p> <p>State: <input type="text"/></p> <p>County: <input type="text"/></p>			
<p>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information is National Security Presidential Directive 51 (NSPD 51), Homeland Security Presidential Directive-20 (HSPD-20), Federal Continuity Directive 1 (FCD-1), and Federal Continuity Directive 2 (FCD-2). The information will be used to quickly, efficiently, and effectively notify FSA employees in the event of a Continuity Of Operations (COOP), Pandemic, Contingency, and/or Disaster Recovery event. The information collected on this form may be disclosed only to those individuals that have been properly designated by the Agency as having a verified business need to know the data in order to perform their official duties. Providing the requested information is voluntary. However, failure to furnish the requested information will result in the FSA employee not being notified in a timely manner of a Continuity Of Operations (COOP), Pandemic, Contingency, and/or Disaster Recovery event.</p>							
<p>INSTRUCTIONS: Develop list of phone numbers of all personnel. Identify essential personnel. Verify list quarterly. *In Item E, list all employees that report to the same first line supervisor/team leader in Item D for calling tree purposes. (Start with the highest level supervisor). The email address for the State Offices to submit FSA-783 is ra.dcwashing3.FSA.EPD.</p>							
D. Report To	E. *Last, First Name and Home Address (Include Zip Code)	F. Essential (Enter "X" if Employee is Essential)	G. Title	H. Home Phone Number (Include Area Code)	I. Cell Phone Number (Include Area Code) (Govt. and Personal)	J. Office Phone Number (Include Area Code)	K. Email Address (Home and Work)
				G			H
				P			W
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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

Example of FSA-783 (08-06-14) (Continued)

NOTE: For additional pages hit "ctrl enter" at bottom of page to create a blank page. Copy the table and paste on new page.

D. Report To	E. *Last, First Name and Address (Include Zip Code)	F. Essential (Enter "X" if Employee is Essential)	G. Title	H. Home Phone Number (Include Area Code)	I. Cell Phone Number (Include Area Code) (Govt. and Personal)		J. Office Phone Number (Include Area Code)	K. Email Address (Home and Work)
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