

For: FSA Employees

**Responsibilities for Deployment Under a Federal Emergency Management Agency (FEMA)
or Other Agency Disaster-Related Mission Assignments or Taskings**

Approved by: Administrator



1 Overview

A Background

Because of recent disasters caused by Hurricanes Katrina, Rita, and Wilma, the Department of Homeland Security's, FEMA has issued mission assignments to various Federal agencies to supply personnel or resources to assist with recovery efforts. The assignments are authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and administered as a part of the National Response Plan (NRP). NRP may be implemented when a major disaster has occurred that requires significant Federal actions. The Secretary of Homeland Security declares an Incident of National Significance (INS) and provides coordination for Federal operations and/or resources. NRP outlines 15 emergency support functions (ESF's) that play a key role in responding to INS. Employees are encouraged to become familiar with NRP. NRP may be accessed from the FEMA web site at www.fema.gov, click the link for "National Response Plan".

USDA is a primary agency responsible in assisting FEMA with the following:

- ESF- 4, Fire Fighting
- ESF-11, Agriculture and National Resources
- ESF-14, Long Term Community Recovery and Mitigation Assistance.

USDA is a support agency for the remaining 12 ESF's and may be requested to provide assistance to other Federal agencies that have primary roles.

To support NRP, Notice PM-2481 informed interested employees that they could volunteer to assist FEMA under the Community Relations Program. The list of FSA volunteers for the Community Relations Program has been provided to FEMA to use in fulfilling mission assignments. FEMA and USDA are in the process of contacting employees for deployment to 1 of the disaster areas to assist with various tasks. Some FSA employees have already been deployed under 1 of these mission assignments. It is possible that an employee other than a community relations volunteer may be asked to assist FEMA or another Federal agency because of their expertise or skills in a needed position.

Disposal Date December 1, 2006	Distribution All FSA employees; State Offices relay to County Offices
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Notice AO-1350

1 Overview (Continued)

B Purpose

This notice informs all FSA employees that volunteered according to Notice PM-2481 and their supervisors of the procedures to follow when an employee receives and completes an authorized mission assignment.

C Contacts

Contact any of the following according to the table.

Note: Although subjects of concern are listed with each contact, any individual may be contacted for any reason.

Subject of Concern	Contact
<ul style="list-style-type: none">• General Questions• Tracking for Reimbursement	Jerry Epting by either: <ul style="list-style-type: none">• e-mail to jerry.epting@wdc.usda.gov• telephone at 202-720-7696.
<ul style="list-style-type: none">• Human Resources• Time and Attendance	Susan Brown by either: <ul style="list-style-type: none">• e-mail to susan.brown@wdc.usda.gov• telephone at 202-418-9039.
State and County Operations	Linda Cronin by either: <ul style="list-style-type: none">• e-mail to linda.cronin@wdc.usda.gov• telephone at 202-720-7228.

2 Procedure When Mission Assignment Is Received

A Notification Information

USDA, the tasking agency, or FEMA will directly contact FSA personnel that have volunteered through the FEMA Community Relations Program or have expressed an interest in volunteering under a specific mission assignment request. The deployment assignment received from FEMA or the Federal tasking agency should provide the following information:

- request for availability, including supervisor's approval
- mission assignment number or tasker ID number
- dates of deployment
- primary duties while deployed
- location of deployment
- working conditions
- necessary safety equipment and/or supplies needed while deployed
- potential safety and health hazards
- medical certification requirements
- training requirements.

B Agency Responsibilities

FSA makes every effort possible to assist FEMA with providing agency personnel to fulfill mission assignments. FEMA will reimburse FSA at the National level for any travel, per diem, required vaccinations, miscellaneous expenses, and overtime incurred by employees that are deployed under a mission assignment. Base salary and benefits while deployed are the responsibility of the Agency. The National Office is responsible for tracking the reimbursable costs and will bill FEMA for these expenditures. Reimbursements to the office that incurred the travel, overtime, and other related costs will be made from BUD, Administrative Expenses Branch.

The National Office has established reporting requirements that shall be followed for FSA to receive reimbursement from FEMA. See subparagraphs 4 B and C.

Notice AO-1350

2 Procedure When Mission Assignment Is Received (Continued)

C Employee Responsibilities

FSA employees who receive a deployment request under a mission shall notify their immediate supervisor and discuss the impact the assignment will have on workload and other factors if deployed. Employees approved by their supervisor shall:

- follow all pre-deployment instructions
- complete travel authorization according to subparagraph 3 A
- make their own travel arrangements using standard government travel policy through the FedTraveler System
- make their own lodging arrangements unless specified on deployment notice that lodging is provided
- maintain and submit to their payroll officer an accurate time and attendance log signed by tasking agency while deployed
- keep all receipts related to travel and mission assignment that will be claimed on AD-616 for audit purposes
- report any concerns about personal safety or health hazards at the deployment location according to the table in subparagraph 1 C
- provide supervisor contact information while deployed
- have government-issued travel card. Arrangements with the Travel Card Coordinator must be made to switch the Option Set (spending limits) to Mission Critical for the period of deployment.

D Supervisor Responsibilities

Supervisors of employees requested for deployment under a mission assignment shall:

- approve or disapprove request
- follow procedures to report related deployment costs in paragraph 4.

Notes: For State and County Office employees, the supervisor will make a recommendation to approve or disapprove request to SED or designee.

Supervisors have the right to decline deployment requests based on office needs.

3 Reporting Deployment Requirements

A Travel and Per Diem

Approved employees shall complete a travel authorization (AD-202). The travel authorization should be coded as a Type B - limited open authorization. The travel dates should cover the number of days indicated on the employee's deployment notice. If the number of days is not listed, the dates of travel should be limited to 30 calendar days. The purpose of the travel should be coded to "08", special mission travel. In AD-202, block 22, the description field for "Purpose of Travel," employees shall input the mission assignment or tasker ID number and state the specific purpose of the trip.

Example: Mission Assignment #1603DR-LA-USDA-02
Katrina Relief - FEMA Community Relations Program.

The travel authorization must be coded to the traveler's originating office organization code.

B Time and Attendance

Deployed employees shall provide their timekeeper with a copy of their mission assignment.

Employees' official work schedules remain the same while deployed, even though the deploying agency may have the employee working different and/or more hours. Employees will be responsible for reporting their time and attendance while deployed. Employees shall record **only** the hours actually worked on their timesheet. Recording of hours not worked on **any** timesheet constitutes fraud. Employees shall:

- maintain required timesheet that includes all hours worked, including regular and overtime

Note: This may be a deploying agency's form. If the deploying agency does not have a specific timesheet, use FSA-958.

- record hours worked on their timesheet by the appropriate transaction code (TC) according to the following:
 - regular work hours - TC 01
 - overtime - TC 21
 - hazard pay differential, determined and approved by the deploying agency - TC 14
 - night differential - TC 24
- obtain the deployment site supervisor's signature on the timesheet
- include regular timekeeper's name and FAX number on the timesheet
- FAX the timesheet to regular timekeeper or other designated agency official
- have your regular supervisor initial the timesheet.

Notice AO-1350

4 Actions When an Employee Has Been Approved for Deployment

A Who to Notify

The following table shows who to notify when an employee is requested for a mission assignment.

IF the employee works in...	THEN notify...
<ul style="list-style-type: none">• National Office• KCAO• KCCO• KCFO• KC-AORC-ITPDCO• KC-ITSD-ADC• KC-TSC• KC-URITAMC• APFO	supervisor to gain approval.
State or County Office	supervisor, who will make a recommendation to SED or designee, who will approve or disapprove the request.

If deployment is approved, supervisor or SED shall notify Jerry Epting, FSA Mission Assignment Coordinator by e-mail to jerry.epting@wdc.usda.gov. Include information requested in subparagraph B in the e-mail.

B Actions Before Deployment

To properly track FSA employees that are deployed, supervisors or designee shall immediately report to Jerry Epting by e-mail with subject line, “**Deployed Employee**”, the following information for each employee that has been approved for a deployment:

- employee’s name
- employee’s duty station (city/State)
- deployment dates
- deployment location (State)
- mission assignment number or tasker identification number
- supervisor's name and telephone number
- estimated travel expenses.

Notice AO-1350

4 Actions Required When an Employee Has Been Approved for Deployment (Continued)

C Actions Required After Deployment Is Complete

After an employee returns from deployment, they shall provide actual travel, per diem, and overtime expenses to their supervisor or designee. Employees shall submit their travel reimbursement (AD-202) and any corrected time and attendance sheets within **30 calendar days** of returning to their official duty station.

Supervisors or designee shall notify Jerry Epting by e-mail within 15 calendar days of obtaining employee's reimbursable expenses. Include the following information in the e-mail with subject line "**Employee Returned**":

- employee's name
- last 4 digits of Social Security number
- last day of claimed travel
- travel authorization numbers (AD 616, block A-1)
- total travel costs incurred from (AD-616, block D-38)
- gross approved overtime expenses claimed for the deployment.

5 Additional Information

A Extended Deployments

Most deployments are for 30 calendar days. Should an employee be given the option to extend their deployment, they must:

- gain prior supervisory approval
- amend necessary travel documents.

B Deployments Before This Notice Was Issued

Employees that were deployed under a mission assignment before this notice was issued shall report the information required in subparagraph 4 C to their supervisor along with a copy of their travel reimbursement (AD-616) by February 17, 2006, or within 15 calendar days after returning from deployment.

The reporting official should immediately forward the information to Jerry Epting by e-mail, in the same manner and subject line in subparagraph 4 C, so that reimbursement from FEMA can be requested.