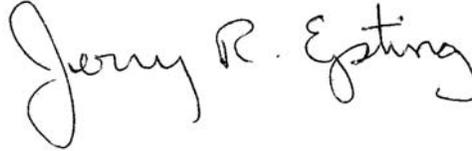


For: State and County Offices

**FSA SITREP Reporting Procedures**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A Background**

FSA uses the USDA Situation Report (SITREP) to keep senior management informed, updated, and advised on emergency situations and associated activities.

SITREP's are prepared and routed from the States to EPD. EPD consolidates all the reports, and submits 1 FSA report to the USDA OpsCenter. The OpsCenter uses this to build the report for the USDA Office of the Secretary, sub-cabinet members, and other Department and Agency leadership.

The SITREP is a vital instrument to support, communicate, coordinate, and maintain details of the situation activities and resources during situations and circumstances that could directly or indirectly impact or influence FSA resources or mission.

**Note:** This reporting is **not** related to the Systematic Tracking for Optimal Risk Management and does **not** change those requirements.

**B Purpose**

This notice:

- identifies the SITREP deadline
- clarifies the elements of the SITREP
- restructures reporting on State Emergency Boards (SEB) member activities.

<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2012	State Offices; State Offices relay to County Offices

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### 2 Situation Reporting

#### A USDA SITREP Report

SED or their designee shall use the USDA SITREP Report to report on the following FSA disaster activities:

- activities during current report period
- planned activities for the next period
- SEB preparedness and recovery activities, intergovernmental affairs, and decisions made at SEB meetings.

**Notes:** This is a change from current SEB reporting practice. FSA is no longer required to submit activities of other Agencies on a daily basis. Only joint SEB activities should be included in SITREP.

See 1-SEM, Exhibit 29 for an example of the SITREP Report.

#### B Situation Reporting Elements (Initial SITREP Report)

When submitting the SITREP, the following elements are addressed in the initial SITREP:

- impact on FSA personnel
- impact on FSA and facilities
- State or county Emergency Operations Plans activated
- impact on FSA mission and ability to serve the public
- FSA support to the response
- acres and types of crops damaged
- numbers and types of livestock killed
- impacts to agricultural transportation and trade
- outreach/communications efforts
- SEB meeting major points/decisions/activities and intergovernmental contacts

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### 2 Situation Reporting (Continued)

#### B Situation Reporting Elements (Initial SITREP Report) (Continued)

- unmet needs including any issues or specific questions from farmers and other customers
- supplemental documentation, including any additional support information such as GIS maps, damage assessments, etc., if available, shall be attached to the USDA SITREP Report.

#### C Situation Reporting Elements (SITREP Update Report)

When submitting the SITREP updates after initial report submission, only new information or information that is still valid for the current reporting period (period from last report submission) should be included.

The SITREP update should be able to stand alone without referencing previous reports. Information that has been submitted in previous reports but is no longer relevant should be deleted.

#### D Submitting Situation Reports

States shall submit their SITREP to EPD whenever reportable activities occur or as requested by EPD. Reports shall be submitted daily by 5 pm (Eastern Time) to the EPD points of contact (POC's) under the subject title, "Daily SITREP for the State of *Your State – Today's Date*". SITREP Reports are available on the EPD Sharepoint site at <https://fsa.sc.egov.usda.gov/camd/ep> under "State Emergency Boards".

**Note:** Based on the incident, this deadline may change.

#### E FSA POC's

The following individuals are the FSA Emergency Preparedness POC's:

- Josh Bornstein, EPD Deputy Director, by either of the following:
  - e-mail at [josh.bornstein@wdc.usda.gov](mailto:josh.bornstein@wdc.usda.gov)
  - telephone at 202-690-4770
- David Tidwell, EPD Emergency Preparedness Specialist, by either of the following:
  - e-mail at [david.tidwell@wdc.usda.gov](mailto:david.tidwell@wdc.usda.gov)
  - telephone at 202-720-4542
- David Porter, EPD Emergency Preparedness Specialist, by either of the following:
  - e-mail at [david.porter@wdc.usda.gov](mailto:david.porter@wdc.usda.gov)
  - telephone at 202-720-9865.