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	Army Programs CIVIL WORKS EMERGENCY MANAGEMENT PROGRAMS	
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Army Programs

CIVIL WORKS EMERGENCY
MANAGEMENT PROGRAMS

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CHAPTER 1

GENERAL PROVISIONS

1-1. Purpose. This regulation prescribes the policies pertaining to Contingency Operations (CO) programming, funding, managing and executing of United States Army Corps of Engineers (USACE) all hazards and military contingencies.

1-2. Applicability. This regulation is applicable to all USACE Commands.

1-3. References. See Appendix A.

1-4. Distribution. Approved for public release, distribution is unlimited.

1-5. Discussion.

a. CO readiness is a core business practice for all Commanders at every level of command in USACE and throughout the spectrum of functional areas.

b. Financial administration is the cornerstone for the execution of USACE CO management programs. This regulation is the sole source of USACE CO financial management policy. Any changes to existing USACE CO management non-financial policies and goals will be published as a separate document and will not be contained herein.

c. To improve the financial administration of the CO financial management program, this regulation consolidates, promulgates and revises policy for CO funded programs. Individual funding programs are discussed in separate chapters.

d. Appropriations are defined to the lowest level of detail by category and class, as found in ER 37-2-10, Chapter 20. This regulation provides the most current and authoritative descriptions applicable to functional assignments derived from civil works emergency management appropriations.

e. Supplemental guidance to this regulation will be provided, as appropriate, in engineer circulars and pamphlets and through guidance letters. Supplemental instructions and guidance will be incorporated into this regulation as required. A glossary is provided in Appendix J.

f. This regulation will be used in conjunction with ER 500-1-1, which provides non-financial policy regarding the Flood Control and Coastal Emergencies (FC&CE) program. This Engineer Regulation (ER) supersedes ER 11-1-320 dated 1 October 1998.

g. Reemployed Annuitant Cadre Program (RAO). The RAO program provides the opportunity for retired USACE employees to be rehired during declared emergencies and for specific projects similar to contract support.

h. Inspection of Completed Works (ICW) The ICW program is an Operations and Maintenance (O&M), general funded program within the Rehabilitation and Inspection

i. Program (RIP) that addresses federally constructed flood damage reduction projects turned over to the non-federal sponsors for operations and maintenance. The ICW program's critical function in the RIP is the funding responsibility for Continuing Eligibility Inspection (CEI) of federal projects. ICW funds are also used for technical review and approval of activities when a public sponsor seeks USACE approval for activities that may affect the integrity and or reliability of its project. ICW funds at HQ USACE are managed by CECW-HS and are budgeted on an annual basis. Refer to ER 1130-2-530 for additional ICW program information. Conflicts between ER 1130-2-530 and ER 500-1-1 will be referred to HQ CECW-HS.

j. Field Force Engineering (FFE) Operations and Maintenance, Army (OMA). The FFE program is funded through the Program Objective Management (POM) under the Military Decision Package (MDEP) Defense Field Force Engineering (DFFE). FFE specifically targets improving general-engineering support to contingency operations. This includes Forward Engineer Team – Main (FEST M), Forward Engineer Team – Advanced (FEST A), Contingency Real Estate Team (CREST), Environmental Support Team (ENVST), Engineer Infrastructure and Intelligence Reachback Center (EI2RC), Base Development Team (BDT) and USACE Logistics Activity (ULA).

k. Promise Version 2 (P2): P2 is the USACE computer system designed to schedule and manage programs in accordance with the Project Management Business Process. Funds management by P2 is for the execution of annual USACE EM programs such as NEPP Class 500 and FCCE Category 100 account activities. The use of P2 shall also include any other non-response related program execution under NEPP/FCCE and also include items such as FEMA mission assignments for long term recovery missions only (i.e., temporary housing and debris management). The use of P2 for response missions is not required, as emergency response operations do not meet the standard project definition.

l. This regulation will be used in conjunction with EP 37-1- 6, Resource Management Functional Guide (RMFG) for Civil Emergency Management Programs, which provides procedures and processes to be used in concert with Chapters 3 and 4 of this ER.

m. Budget guidance for the programs identified in Chapters 2 and 3 of this regulation are issued in an Engineer Circular (EC) each year, titled Corps of Engineers Civil Works Program, Program Development Guidance Fiscal Year XXXX.

CHAPTER 2

NATIONAL EMERGENCY PREPAREDNESS PROGRAM
APPROPRIATION 96X3123

2-1. Purpose. This chapter prescribes policies pertaining to the programming, managing and executing of the Operation and Maintenance, General (O&M, Gen), National Emergency Preparedness Program (NEPP). The NEPP provides funds for training, acquisition and staffing under the direction of the Chief Directorate of Civil Works, Headquarters, and USACE (CECW-HS). See Appendix B for 96X3123 appropriation structure.

2-2. Program Description.

a. National Emergency Preparedness Program (NEPP) (500). The functions covered within this category include those administrative, supervisory and procurement actions performed at each USACE activity where funds are provided for developing and maintaining NEPP activities. In no case does this category, under any class, fund the acquisition or maintenance of space for Emergency Relocation Sites (ERS).

b. Continuity of Operations Planning (COOP) (510). This class applies to COOP preparedness planning. The COOP planning focuses on development of the capability for emergency relocation and reconstitution of a USACE activity as a result of either a natural or man-made (caused) disaster. Activities include: identifying specific requirements associated with USACE relocation/reconstitution missions, analyzing resources, establishing organizational and operational procedures, preparing and publishing contingency plans, and participating in exercises. Planning items should include but are not limited to: command succession, communications, identification of alternate relocation/alternate headquarters site(s) (NEPP does not fund acquisition of space), identification and storage of duplicate emergency files, and other considerations necessary to ensure minimum downtime of the organization(s). This also includes, in conjunction with other appropriate offices, the development of a framework for individual plans that address the continued operation of Corps civil works projects. (COOP execution costs should be borne by Departmental Overhead (DOH)).

c. Catastrophic Disaster Response Planning (CDRP) (520). This class applies to scenario-specific planning as assigned. Activities in this class include: development of plans, in coordination with appropriate Federal, state and local entities, for response to natural/man-made disasters that are so catastrophic as to impact national security. It also applies to Port Readiness activities associated with maintenance of navigable waterways and addresses Military Support to Civil Disturbances (MSCD).

d. Emergency Operations Center (EOC) Support (530). This class applies to those activities associated with the operation and maintenance of EOC facilities (rent (MSC only), supplies, equipment, etc) All District facilities costs will be paid through departmental overhead and not through "Direct Charges", IAW EP 37-1-30 Chapter 20. Revolving Fund Accounting for Departmental Overhead. Only MSC facilities cost will be charged to this class. Additional

equipment not covered by DOH will be covered by this class. This class does not include any labor charges.

e. Emergency Water Program (EWP) (540). This class applies to requirements of Executive Order (E.O) 12656 [for Headquarters, U.S. Army Corps of Engineers (HQUSACE) only].

f. Continuity of Government (COG) (550). This class applies to plans to support Federal, state and local agencies in their efforts to re-establish civil authority lost as a result of natural or man-made disaster (HQUSACE and only as directed).

g. Catastrophic Disaster Training and Exercises (560). This class applies to the development of and participation in catastrophic disaster exercises and training (natural or man-made) in the inter- and intra-agency arena. The development of and participation in evaluation and corrective action programs related to catastrophic disasters will be funded under this class.

h. National Emergency Response (570). This class includes activation and operation of EOCs and the deployment of response personnel and equipment for a national emergency event. These funds are not budgeted and will be issued by HQs as the situation warrants. Utilize the form at Appendix C of this ER to request these funds. The suddenness of this type of event will require immediate actions by a District Commander. The following actions will be taken to ensure that a District will be able to begin its emergency response mission when a disaster strikes with no warning (e.g., an earthquake or terrorist event). When a verbal authorization is issued from CECW-HS for a work allowance and FAD the MSC/Districts will use this as their authority to meet fiscal requirements (enter funds into CEFMS). When an authorized verbal FAD and work allowance are received, the responsible MSC will prepare a written summary of the conversation. If the action is to be forwarded to a District, the MSC will provide a copy of the summary to that District's Emergency Manager. A copy will also be provided to the appropriate Resource Management Office. The summary will include the amount of the funds received, request number, event, CWIS XXXX, the name of the person providing the approval, and the date and time received. CECW-HS will expedite the processing of a written work allowance. Working with CERM, CECW-HS will assure that the computer-generated FAD is issued in a timely manner.

2-3. Within Cycle Programming. NEPP programming at the HQUSACE level only applies to Classes 540-560. Programming for Classes 510-530, within bulk funding guidance from the Director of Civil Works, is the responsibility of the Major Subordinate Commander (MSC). Appropriate coordination in accordance with ER 5-1-11 is required. Funds request for is at Appendix C.

CHAPTER 3

FLOOD CONTROL AND COASTAL EMERGENCIES

APPROPRIATION 96X3125

3-1. Purpose. This chapter prescribes policies pertaining to the programming, managing and executing of the Flood Control and Coastal Emergencies (FC&CE) program. The FC&CE program is financed by appropriation 96X3125 and is authorized by Public Law (PL) 84-99, as amended. The Commander, USACE, has delegated responsibility for administration of this appropriation to CECW-HS.

3-2. Program Description. The six functions covered within this appropriation are Disaster Preparedness, Emergency Operations, Rehabilitation and Inspection Program (RIP) (to include non-structural alternatives), Emergency Water Supplies and Drought Assistance, Advance Measures, and Hazard Mitigation. A General Expenses (GE) or district overhead employee, who performs normal duties on behalf of categories 200-600, will charge only overtime and TDY to categories 200-600. "Straight time" (i.e., regular labor) continues to be charged to GE or overhead, as normal. A NEPP or Category 100- or project- or reimbursable-funded employee, who performs duties under Categories 200-600, will charge all time (including applied overhead) and TDY to Categories 200-600. Active military-funded personnel, diverted from their normal assignment, will charge only TDY to Categories 200-600. Reservists on Active Duty will charge labor and TDY to Categories 200-600. During an event where Category 200 funds are utilized, the responding MSC/District will revoke Category Class 110 funds (estimated Emergency Management regular labor equivalent for current event) which will be replaced with Category Class 210.

a. Disaster Preparedness Program (DPP) (100). This category consists of functions required to ensure that a USACE activity is trained to respond to a broad range of disasters and emergencies. It includes planning, training, response exercises, supplies and equipment, operations and maintenance, and program management costs. Funding for salary costs of a Major Subordinate Command (MSC) emergency manager or team leader (whether permanent, temporary, or detailed) must be funded under the GE appropriation. Post disaster replenishment of supplies and equipment will be funded under Class 240.

(1) All Hazards Planning Activities (110). This class includes the planning, preparation, and publication of supplements to ER 500-1-1, flood fight plans, hurricane or coastal storm response plans, catastrophic planning, earthquake response plans, tsunami response plans, emergency water supply and drought plans, emergency contact lists and telephone directories, field pocket manuals, and required Standard Operating Procedures (SOP) for PL 84-99 response and recovery activities. Also included are program management activities that support preparedness, such as salaries for selected emergency management personnel at the district and division, disaster program cadre salaries, Subject Matter Experts (SME), planning and response team readiness (e.g. Field Operating Guides (FOG)), ESF #3 readiness, medical screening, general coordination (e.g. conferences, workshops, public meetings, etc.), supervision, and administration. Professional development authorized in accordance with the annual budget EC is appropriately

funded under this class. DPP management reports will be developed and funded under this class. Also included are preparedness planning actions associated with response, recovery and mitigation operations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121, et seq), and other like activities under other statutory authorities. Activities may include the development of local/regional disaster response plans and related program management.

(2) All Hazard Training and Exercises (120). This class includes the development of, and participation in, exercises and training in the inter- and intra-agency arena. The development of and participation in evaluation and corrective action programs will be funded under this class. Personnel external to the Readiness/Emergency Management organization, being trained in their normal duties or participating in an exercise as a functional specialist, continue to charge their functional account. This class funds training and exercise participation only for adjunct duties not related to an employee's normal line of work.

(3) Equipment, Facilities, Supplies (130). This class includes acquisitions and purchases necessary for normal office operations and to provide for a fully functional EOC and alternate EOC to include equipment maintenance and upgrades. All District facilities cost will be paid through departmental overhead and not through "Direct Charges", IAW ER 37-1-30 Chapter 20 Revolving Fund Accounting for Departmental Overhead. Only MSC facilities cost will be charged to this class. Additional support or equipment not covered by Departmental Overhead (DOH) will be covered by this class. This class does not include labor charges. When the EOC is activated, funding for equipment, utilities, and supplies for the event will be funded from Class 210 and Class 240.

(4) Readiness Support Center (RSC) (140). This class supports the management and administrative activities for the Readiness Support Center.

(5) Reemployed Annuitant Cadre Program (RAO) (150). The class supports labor and travel for the management and support of the RAO Program [for TAD, U.S. Army Corps of Engineers (HQUSACE) and Humphries Engineer Center Support Activity (HECSA)]. Class 210 will be used when appropriate.

(6) Operational Preparedness (160). This class provides for CECW-HS identified personnel and/or organizations providing ongoing operational preparedness support incidental to known or potential threat(s) (e.g., GIS/RS Center; Engineering Research and Development Center (ERDC)); DTOS staff; National Hazards Research and Applications Information Center, University of Colorado; U.S. Army Corps of Engineers Finance Center (UFC); operation and maintenance of ENGLink, Advanced Contract Initiative (ACI) and the Indefinite-delivery, Indefinite Quantity Contract (IDIQ).

b. Emergency Operations (200). This category provides for response to disasters and includes field investigations of potential natural disasters, flood fighting and rescue operations, protecting Federally authorized and completed shore and hurricane protection projects, preparation of After Action Reports, Post Flood Response, operational supplies and equipment, support from others, and operational support. During an event where Category 200 funds are utilized, the responding

MSC/District will revoke Category Class 110 funds (estimated Emergency Management regular labor equivalent for current event) which will be replaced with Category Class 210.

c. Response Operations (210). This class includes activation and operation of EOC's for all hazards, provision of technical assistance incidental to disasters, flood fighting activities (to include emergency contracting), loan of flood fighting equipment, materials and innovative flood fighting materials, liaison officer activities, activation of Planning and Response teams (PRTs) and limited flood data collection. This class also provides for the issuance of funds prior to the Commander's emergency declaration in anticipation of pre-event activities. With the exception of such pre-event costs, an emergency declaration by the MSC/District Commander is required before this authority may be invoked. This class, when pre-approved by CECW-HS, may be used to elevate the level of support by a supporting district. [Mississippi Valley Division (MVD): For the Mississippi River, Mississippi River and Tributaries (MR&T) geographical area, all flood fight costs will be funded with MR&T funds when such funds are available. If no MR&T funds are available, use of FC&CE funds is appropriate. All flood response supplies and equipment will be funded by FC&CE funds.] (Movement of Planning and Response Teams will be under a FEMA MA.)

(1) After Action Report (220). This class provides funds for Evaluation and Corrective Action (ECA) activities to include those undertaken as part of the Corps of Engineers Remedial Action Program (CERAP); USACE Independent Assistance and Assessment Team (IAAT) activities not otherwise funded via FEMA mission assignment(s); and the preparation and publication of after action reports at Division/District levels.

(2) Post Flood Response (230). This class includes all costs associated with response to a Governor's request for assistance under the Post Flood Response authority. Included are costs for investigations to determine eligibility of requested work and contract costs. Post Flood Response assistance is limited to 10 days.

(3) Operational Supplies and Equipment (240). This class provides for purchase, maintenance, and repair of equipment (e.g., sandbag filling machines, pumps, Geographic Information System/Remote Sensing (GIS/RS) hardware and software, Deployable Tactical Operations System (DTOS), high frequency radios and generators). This class also provides for purchase of flood fight supplies (e.g., sandbags, plastic, pump hoses, innovative flood fighting materials, and high visibility items) to replenish and augment the stocks used during an event. This class also includes replenishment of office equipment and supplies, but only if used during activation of the EOC.

(4) Support from Others (250). This class encompasses support received from other Federal departments and agencies (such as the Federal Emergency Management Agency (FEMA), Department of the Interior, and Department of Veterans Affairs) and other DOD organizations. This class can only be used during flood-related disasters for reimbursable work under PL 84-99

d. Rehabilitation and Inspection Program (RIP) (300). This category includes costs for investigation of and rehabilitation of damaged Federal and non-Federal flood damage reduction

project (FDR). Federally authorized and constructed hurricane or shore protection projects, and the eligibility inspections of non-Federal FDR projects.

(1) Rehabilitation Project - Federal FDR (310). This class includes the costs for the rehabilitation of eligible Federal FDR projects.

(2) Rehabilitation Project - Non-Federal FDR (320). This class includes costs for the rehabilitation of eligible non-Federal FDR projects.

(3) Rehabilitation Project - Hurricane/Shore Protection Project (330). This class includes the costs for the repair and restoration of eligible Federally authorized and constructed hurricane and shore protection projects.

(4) Field Investigation (340). This class includes costs for investigations and Project Information Report (PIR) preparation for proposed rehabilitation projects.

(5) Initial Eligibility Inspections (IEI) (350). This class includes performing Initial Eligibility Inspections (IEI) of non-Federal FDR projects.

(6) Continuing Eligibility Inspections (CEI) (360). This class includes performing Continuing Eligibility Inspections (CEI) of non-FDR projects.

(7) Interagency Levee Task Force (ILTF) Activities (370). This class includes participation in CECW-HS identified, event-specific ITF, as mandated by the Office of Management Budget (OMB) and the President's Council of Environmental Quality (CEQ).

(8) Flood Damage Reduction Database Activities (380). This class includes costs associated with maintaining and updating the national GIS Levee database with project information resulting from CEI and IEI inspections and periodic inspections for non-federal projects. Cost for database maintenance and updating associated with Federal projects is funded from Inspections of Completed Works (ICW) and O&M General funds.

e. Emergency Water Supplies and Drought Assistance (400). This category includes investigations to determine the eligibility for assistance; the provision of emergency water due to contaminated source problems; construction of wells for farms, ranchers and political subdivisions, and transportation of water to political subdivisions within areas determined to be drought distressed by the Assistant Secretary of the Army for Civil Works (ASA(CW)). A request for funding must be accompanied by a request for assistance signed by the Governor or his/her authorized assistant of the affected state. For technical assistance only, the request may be signed by an appropriate state official. Reference ER-500-1-1, chapter 6.

(1) Emergency Water Supplies (Contaminated Source) (410). This class includes the costs of providing emergency water to a political sub-division confronted with a source of contaminated water causing or likely to cause a substantial threat to public health and welfare.

(2) Drought Assistance (420). This class includes the costs for the transportation of water from a source to political subdivision area that has been determined to be drought distressed. It also provides a temporary account for the costs of well drilling in areas that are determined to be drought distressed until repaid by the farmer, rancher or political subdivision receiving assistance.

(3) Field Investigations (430). This class includes costs for technical assistance, investigation and report preparation costs for potential projects to provide emergency water or drought assistance.

f. Advance Measures (500). This category includes costs for technical assistance, investigation and report preparation and implementation of Advance Measures. A request for funding must be accompanied by a request for assistance signed by the Governor of the affected state. For technical assistance only, the request may be signed by an appropriate state official.

(1) Advance Measures Assistance (510). This class includes the costs of implementing approved Advance Measures projects.

(2) Field Investigations (520). This class includes costs for pre-flood technical assistance to a state(s) or local jurisdiction(s) affected by a potential Advance Measures flood situation, and investigation and report preparation for proposed Advance Measures projects.

g. Hazard Mitigation (600). This category includes costs associated with participation in interagency flood risk mitigation activities that focus on planning and mitigating for floor hazards with Federal, state, local, and tribal agencies, and non-governmental organizations. Activities funded under this category include, Hazard Mitigation Team (HMT) activities, under the direction of FEMA in response to a presidential declared disaster or emergency; Interagency Flood Mitigation Program activities, under the Silver Jackets program; and interagency flood mitigation activities at the Regional, State and local level. Within this category, there is only one class, HMT Activities (610). This class includes the costs incurred for all authorized activities under this category. These costs may be incurred by an MSC, Region or by a district at the direction of the MSC or Region.

3-3. Within Cycle Programming. DPP programming, at HQUSACE level only, applies to Classes 120 and 140. (Class 120 considers recommendations from the MSC). Programming for Classes 110 and 130, within bulk funding guidance from the Director of Civil Works, is the responsibility of the Major Subordinate Commander. Coordination IAW ER 5-1-11 is required.

3-4. Out-of-Cycle Programming.

a. Funding for categories 200-600 is not programmable, since financing of these categories is in response to unpredictable projects/events for which advanced funding requirements cannot be anticipated.

b. Funding for these projects/events will be requested in advance, utilizing the following methods:

(1) Category 200, 300 and 600 requests for direct funds do not require a memorandum (hard copy) or endorsement. A request may be made by either fax or e-mail (Category 200 see procedures for verbal in paragraph 3-4c (2)) from the person within the MSC/Region/District with the authority to request the funds. If from a District, it must be forwarded through the MSC/Region for endorsement. The MSC/Region endorsement will be forwarded, via either fax or e-mail only, to CECW-HS for action. Work allowances will be issued to the MSC (and the regional office if appropriate) via fax or e-mail, with copy furnished to the requesting office. The original will be maintained in the CECW-HS files. The Funding Authorization Document (FAD) will be issued directly to the requesting office by the Deputy Chief of Staff for Resource Management (CERM). All other organizations (e.g., IWR, ERDC laboratories) will make their requests directly to CECW-HS. The original will be maintained by the requesting organization. The work allowance will be faxed or e-mailed to the requesting organization. Methods of obtaining funds are:

(a) All Class 200. Utilize the form at Appendix E-1. Request funding to activate EOC operations to include base and overtime for project funded individuals. FC&CE funded individuals will request Class 210 funds for overtime hours only.

(b) Classes 310, 320 or 330. Utilize the form at Appendix E-2.

(c) Class 340. In the memo or e-mail request, include: name of project(s), amount, category and class, Corps Work Item Number (CWIS), and event causing need for funds. If bulk funding, see paragraph f below.

(d) Class 350. Utilize the form at Appendix E of this ER

(e) Class 360. Utilize the form at Appendix E of this ER.

(f) Class 610. Utilize the form at Appendix E of this ER. In the memo or e-mail request include; name of project(s), amount, category, and class, Corps Work Item Number (CWIS), event causing need for funds and description of the hazard mitigation activities to be under taken.

(2) Category 400 and 500 requests for funds require a formal memorandum from a District using the memorandum form outlined in Appendix E of this ER. All requests within these two categories must be accompanied by a request for assistance signed by the Governor. (If for Class 430 or Class 520 technical assistance only, the request may be signed by an appropriate state official). Once endorsed by the MSC/Region, the request will be faxed to CECW-HS for review and action. If the action is approved, the work allowance document will be issued to the MSC (and the regional office if appropriate) via fax, with copy furnished to the requesting office. The original will be maintained in the CECW-HS files. The FAD will be issued directly to the requesting office by CERM.

c. The suddenness of an event may require immediate actions by a District Commander. The following actions will be taken to ensure that a District will be able to begin its emergency response mission when a disaster strikes with little or no warning (e.g., an earthquake). For

MVD Only: Flooding on the Mississippi River will result in utilization of appropriation 96X3112, MR&T, as described above.

(1) When a verbal authorization is issued from CECW-HS for a work allowance and FAD the MSC/Districts will use this as their authority to meet fiscal requirements (enter funds into CEFMS). When an authorized verbal FAD and work allowance are received, the responsible MSC will prepare a written summary of the conversation. If the action is to be forwarded to a District, the MSC will provide a copy of the summary to that District's Emergency Manager. A copy will also be provided to the appropriate Resource Management Office. The summary will include the amount of the funds received, request number, event, CWIS 005480, the name of the person providing the approval, and the date and time received. CECW-HS will expedite the processing of a written work allowance. Working with CERM, CECW-HS will assure that the computer-generated FAD is issued in a timely manner.

(2) Civil Works Revolving Fund (96X4902) will not be used.

d. After Project Information Report (PIR) approval for Classes 310, 320 and/or 330, funds will be requested from CECW-HS for engineering and design (E&D) activities only. After bids have been opened and a contractor chosen, funds will be requested by the District and endorsed by the Division/Region for construction and related costs (construction contingency, supervision and administration). The request format in Appendix E of this ER will be used to request Classes 310, 320, and 330 funds.

e. Once a PIR has been approved for an Advance Measures Class 510 request, funding may be provided for all construction related costs (i.e., construction contracts, contingency, supervision and administration and engineering and design). See Appendix E for format.

f. Bulk funding may be requested for Classes 340, 350, 430, and 520. Class 430 and 520 requests may be either on a state-by-state or project basis. The letter from the Governor (or for Class 430 or Class 520 technical assistance only, an appropriate state official) requesting such assistance must accompany the funding request. When bulk funding is requested, a CWIS will be established for that flood or drought season. For Classes 430 and 520, a CWIS will be established on a state-wide basis. It is not necessary to identify costs separately for proposed projects. Bulk funding will not be used in computing the benefit-cost ratio (BCR) for the project approval. See Appendix E.

g. Incentive Awards. Monetary awards, honorary medals, certificates and/or pins for exceptional work performed by any USACE employee incidental to a disaster when performed under FC&CE or the Stafford Act, will be funded under Class 210. Employee recognition and funding is governed by one of the two tiers below:

(1) Aggregate cost of group and individual awards up to \$2,000 (per event): District Commander discretion within funds provided.

(2) Aggregate cost of group and individual awards, or single individual awards greater than \$2,000 (per event): Pre-approval (and funds, if necessary) from the Program Manager, Civil Emergency Management, Office of Homeland Security Contingency Operations Directorate.

3-5. Reprogramming. Reprogramming authority and related reporting requirements are detailed in EC 11-2-194, Programs Management Execution of the Annual Civil Works Program. In addition to current EC, reprogramming is limited to Categories 110-130 funds as referenced in ER 500-1-1 2-2 a. and ER 11-2-201 Appendix E. MSC approval is required and cannot be delegated to the District. Categories 140-160 are for HQs use only. All other re-programming for categories 200-600 can only be re-programmed with HQ's approval. Some funds provided for special projects in the form of supplemental appropriations cannot be re-programmed due to language in the supplemental that limits the use of funds to a particular project.

CHAPTER 4

THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE
ACT 42 U.S.C. 5121, ET SEQ

4-1. Purpose. This chapter supplements guidance in the FEMA operating procedures for the management of mission assignments (MA), the Financial Management (FM) Annex to the National Response Framework (NRF) and the Memorandum of Agreement (MOA) between USACE and FEMA. These documents prescribe policies pertaining to the funding and financial accounting for Disaster Assistance. Additional information regarding Disaster Assistance is contained in the Emergency Support Function #3 (ESF-3) Concept of Operations, Mission Guide; and the RMFG.

4-2. Monetary Control.a. Requests for Federal Assistance.

(1) A request which includes a funding authorization from an authorized FEMA official to the appropriate MSC Point of Contact (POC) for USACE disaster assistance is considered to be valid for reimbursable work. A request will be made in writing on an Action Request Form (ARF), which is the official FEMA obligating document for a mission. If the request is initially made verbally, it will be followed promptly by a memorandum. When an authorized verbal request is received from FEMA, the responsible MSC representative will prepare a written summary of the conversation. If the action is to be forwarded to a District, the MSC representative will provide a copy of the summary to that office's Emergency Manager. Copies will also be provided to the appropriate RM Office(s). The summary will include the FEMA program code (e.g., incident number -5003-FL; or disaster declaration number --1174-ND), mission assignment number (e.g., COE-SPD-02), event description, estimated completion date, appropriation, and dollar amount authorized. Verbal mission assignments and corresponding mission assignment numbers refer to EP 37-1-6, (e.g. sub-tasking of other Federal Agencies) Chapter 5, Receipt of Missions Assignments.

(2) FEMA distinguishes between pre-declaration and post-declaration costs. Therefore, FEMA may issue two mission assignments, each on a separate MA, for the same "activity" (e.g., ice, water, emergency power). One MA will be pre-declaration and one post-declaration. USACE will bill against each mission assignment separately.

b. Financial Accounting.

(1) The source appropriation for disaster assistance is 70X0702, "Disaster Relief, Federal Emergency Management Agency."

(2) MA activity will be financed as funded appropriation reimbursement activity under the Civil Works appropriation 96X3125.

(3) Each MA is a discrete financial instrument and may be amended by FEMA. Work performed under each MA, and its amendments, is subject to provisions of the Anti-Deficiency Act. Funds may only be used for the MA activity for which originally issued.

c. Cost Accounting.

(1) General. Establish a separate customer order for each FEMA disaster/emergency mission assignment. In the Corps of Engineers Financial Management System (CEFMS), the mission assignment number (e.g., COE-POD-03) will be utilized as the “customer order number” and the FEMA program code (e.g., --1203-CA) will be the “other reference number”. Cost accounting will be in accordance with 8-4.1, ER 37-2-10, see Appendix F of this ER.

(2) Contract Costs. Contract costs relating to each FEMA mission assignment will be recorded separately, referencing the mission assignment number and disaster number. Each contract will be detailed as necessary to support reimbursement billings.

(3) Related Activities. MSC and district office personnel assigned to this work may also be performing emergency activities pursuant to PL 84-99. In such case, charges to the two sources will be made utilizing the one-hour rule as prescribed in ER 37-2-10, Chapter 22.

d. Preparation of Bills to FEMA. The UFC will mail the initial disaster bill package, to include the supported and supporting debit/credit customer order bills, and customer order detail cost reports to FEMA within 10 business days after the IPAC transaction is processed. A supported MSC/District will no longer be responsible for mailing the initial bill packages within five business days after receipt. After the review, the supported MSC/District is responsible for sending FEMA the SF1080 bill “ONLY” with the Finance and Accounting Officer signature or their designate. It must be scanned and emailed to the designated FEMA email box, FEMA-Disaster-Federal-Agencies-Payment@dhs.gov. The supported MSC/District(s) is responsible for answering questions and providing and additional documentation to FEMA during their review of the bill.

e. Reimbursement Issues. For questions on bills, FEMA will contact the billing office POC for resolution.

f. Civil Works Revolving Fund (96X4902) will not be used.

CHAPTER 5

MANAGEMENT CONTROLS

5-1. Purpose. Management control checklists at Appendices G, H, and I should be completed and forwarded to the MSC/District Director of Resource Management for inclusion in the command's annual assurance statement.

FOR THE COMMANDER:

10 Appendices
(See Table of Contents)


STEPHEN L. HILL
Colonel, Corps of Engineers
Chief of Staff

APPENDIX A

REFERENCES

Public Law 84-99, Emergency Flood Control Work

Public Law 103-62, Government Performance Review Act of 1993

42 U.S.C. 5121, et seq., The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

Executive Order 12148, Federal Emergency Management (Assigns emergency preparedness functions to federal departments and agencies)

Executive Order 12656, as amended, Assignment of Emergency Preparedness Responsibilities.

33 CFR, Part 203, U.S. Army Corps of Engineers, Emergency Employment of Army and Other resources, natural disaster procedures

44 CFR, 3161 et seq., Emergency Management and Assistance

Office of Management and Budget Circular A-11

National Response Framework

DOD Directive 3025.1, Military Assistance to Civil Authorities.

DOD 3025.1-M, Military Assistance to Civil Authorities.

AR 11-2, Management Control

DFAS-IN 37-1, Finance and Accounting Policy Implementation

ER 5-1-11, Program and Project Management

EC 11-2-191, Programs Management Execution of the Annual Civil Works Program

ER 37-2-10, Accounting and Reporting Civil Works Activities

ER 500-1-1, Natural Disaster Procedures

ER 500-1-28, Response Planning Guide (Emergency Employment)

ER 690-1-321, Staffing for Civilian Support to Emergency Operations

ER-1130-2-530, Flood Control Operations and Maintenance Policies

ER 11-1-320
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EP 37-1-4, Cost of Doing Business

ESF #3 Disaster Guidebook - Mission Guides

EP 37-1-6, Resource Management Functional Guide for Civil Emergency Management Programs (RMFG).

APPENDIX B

APPROPRIATION STRUCTURE FOR THE
NATIONAL EMERGENCY PREPAREDNESS PROGRAM (NEPP)
UNDER APPROPRIATION 96X3123

Feature Title	Category	Class	MSC CWIS	District CWIS
National Emergency Preparedness Program	500			
Continuity Of Operations Plan (COOP)		510	084991	084901
Catastrophic Disaster Response Planning		520	084992	084902
Emergency Operations Center Support		530	084993	084903
Emergency Water Program		540	084994	084904
Continuity of Government (COG)		550	084995	084905
Catastrophic Disaster Training & Exercise		560	084996	084906
Emergency Operations		570		

APPENDIX C

REQUEST FOR NATIONAL EMERGENCY PREPAREDNESS PROGRAM FUNDS
(CODE 903-500)

FROM _____(DISTRICT)

THRU _____(DIVISION)

TO: CECW-HS

SUBJECT: Request for National Emergency Preparedness Program Funds

1. In accordance with EC 11-2-194 the following adjustments to the FY XX National Emergency Preparedness Program are submitted for approval.

Feature Program	Code 903	Authorized Revised Program	Change (+ or -)
Continuity of Operations Catastrophic Disaster	510	\$	\$
Response Planning	520	\$	\$
Emergency Operations Center Support	530	\$	\$
Emergency Water Program	540	\$	\$
Continuity of Government Catastrophic Disaster	550	\$	\$
Training & Exercise	560	\$	\$

2. Detail purpose of change, justification and impacts.
3. It is requested that the revised program be approved.

Signature Block

FORMAT FOR REQUESTING FUNDS
CLASS 570

NATIONAL EMERGENCY OPERATIONS

FROM: _____ (Division/District) DATE/TIME: _____

TO: CECW-HS

SUBJECT: Request for Emergency Operations Class 570 Funds, CWIS #05480

1. Request funds for the activation and operation of the Emergency Operations Center (EOC) to include pre-positioning of disaster response teams

2. A breakdown of estimated cost(s) is detailed below:

- a. Event Name: _____
 - b. Type of Request: Initial or Increase (circle one)
 - c. Previous funds received \$ _____
 - d. EOC Activation (Direct Labor & Overtime) \$ _____
 - e. P. L. 84-99 Response Team (labor, TDY) \$ _____
 - f. Supplies & Equipment (itemize over \$1K) \$ _____
 - g. DTOS Support \$ _____
 - h. Other (explain) \$ _____
- Total Funds Required \$ _____

APPENDIX D

DISASTER PREPAREDNESS AND RESPONSE PROGRAM
APPROPRIATION STRUCTURE FOR PL 84-99 ACTIVITIES
UNDER APPROPRIATION 96X3125

Feature Title	Category	Class	MSC CWIS	District CWIS
Disaster Preparedness Program	100			
All Hazards Planning Activities		110	084230	000120
All Hazards Training & Exercise		120	084230	000120
Equipment, Facilities, & Supplies		130	084230	000120
National or Regional Centers of Expertise		140	084230	000120
Rehired Annuitant Program		150		
Operational Preparedness		160		
Emergency Operations	200			
Response Operations		210	005480	005480
After Action Report		220	005480	005480
Post Flood Response		230	005480	005480
Operational Supplies & Equipment		240	005480	005480
Support from Others		250	005480	005480
Rehabilitation & Inspection Program	300			
Rehabilitation Project – Federal FCW		310		Project Specific
Rehabilitation Project – Non Federal FCW		320		Project Specific
Rehabilitation Project – Shore Protection		330		Project Specific
Field Investigations		340		Project Specific
Initial Eligibility Inspections (IEI)		350		Project Specific
Continuing Eligibility Inspections (CEI)		360		030737 Bulk or Project Specific
Interagency Levee Activities		370		Project Specific
Flood Damage Reduction		380		030745

Feature Title	Category	Class	MSC CWIS	District CWIS
Database Activities				
<i>Emergency Water Supplies & Drought Assistance</i>	400			
Emergency Water Supplies (Contaminated Sources)		410		Project Specific
Drought Assistance		420		Project Specific
Field Investigations		430		Project Specific
Advance Measures	500			
Advance Measures Assistance		510		Project Specific
Field Investigations		520		Project Specific
Hazard Mitigation	600			
Hazard Mitigation Team Activities		610		Project Specific

APPENDIX E

FORMAT FOR REQUESTING FUNDS

CLASS 310/CLASS 320/CLASS 330

REHABILITATION PROJECTS

FROM: _____DISTRICT)

TO: CECW-HS

SUBJECT: Request for Rehabilitation Project Funds, Class 310/320/330

CLASS: _____

CWIS # _____ (If this cannot be located or sustained, please indicate that HQ assign a new one.)

PROJECT COSTS ESTIMATE:*

Engineering & Design \$ _____

(When requesting E&D only, provide projected date of bid opening and estimated cost of contract)

Construction Contracts	\$ _____
Contingency (request no more than 10% without justification)	\$ _____
Supervision and Administration	\$ _____
Total Amount Required	\$ _____
E&D Received (-)	\$ _____
Other Amounts Received (-)	\$ _____
Total Funds Required	\$ _____

Chief, Emergency Management

*If cost shared, list only Federal share.

FORMAT FOR REQUESTING FUNDS

CLASS 430 - EMERGENCY WATER SUPPLIES AND DROUGHT ASSISTANCE FIELD INVESTIGATIONS

OR

CLASS 520 - ADVANCE MEASURES FIELD INVESTIGATION AND REPORT PREPARATION COSTS

MEMORANDUM FOR MSC (or Regional) Commander, _____.
ATTN: (Emergency Management Branch/Division)

SUBJECT: Request Funds for Field Investigations, Emergency Water and Drought Assistance, Investigation and Report Preparation (or) Request Funds for Advance Measures Investigation and Report Preparation

1. (Outline event resulting in request for assistance. Note whether investigation resulted in an approved/disapproved project. Complete Appendix G and include as an enclosure to this memo). If appropriate, include CWIS number with this request.
2. Request signed by an appropriate state official is enclosed.
3. The costs for investigation and report preparation activities are \$_____.
(Further justification may be required).
4. Request an increase in work allowance and funds in the amount of \$_____ be made available under the appropriation 96X3125, Flood Control and Coastal Emergencies, Class 430 or 520.

FOR THE COMMANDER:

Enclosure

(Signature Block)

APPENDIX F

REIMBURSEMENT FROM FEMA

1. Reimbursement Criteria.

a. Personnel related costs incurred in response to disaster assistance requests are eligible, to include:

(1) Regular (project funded only) and premium pay (e.g., overtime, night differential, holiday pay, etc.).

(2) Salary and fringe benefits for civil funded active duty military personnel (33USC583a).

(3) Military pay and allowances for reservists on temporary tours of active duty in support of disaster relief operations.

(4) Travel and per diem of military and civilian personnel.

(5) General and Administrative (G&A) and departmental overhead charges for District office employees who have deployed to any disaster related location. (Example: District administrative employee working in the Real Estate Office is deployed to ERO in San Juan Puerto Rico.).

b. Reimbursement for supplies, materials and equipment includes:

(1) Work, services and materials contracted by USACE for assistance performed on a specific disaster project.

(2) Material, equipment and supplies (including transportation, repairs and maintenance) from regular inventory stocks utilized or consumed by USACE.

(3) Other costs distributed from the facility accounts such as reproduction, communications, Automated Data Processing, vehicles, etc. All distributions must be based upon existing fair and equitable accounting procedures found in ER 37-2-10, paragraph 16-2.

(4) Unless other agreements pertaining to disposition have been made and agreed to, accountable property purchased in direct support of a mission assignment will be transferred to FEMA prior to fiscal mission close-out.

(5) Replacement or repair costs for lost or damaged equipment that is not caused by negligence. Such expenses must be supported by the appropriate documentation (e.g., Report of Survey or 15-6 Investigation) completed by USACE. This documentation must be forwarded with the bill in order for FEMA to consider it for reimbursement.

c. Ineligible costs include:

- (1) Labor costs of regular civilian employees carrying out USACE functions.
 - (2) Salary and fringe benefits of military-funded military personnel.
 - (3) General Expense and Military base pay at the MSC and HQUSACE.
 - (4) Incentive awards to employees for performance of work under The Stafford Act. Funding for these awards may be appropriate under FC&CE (see Chapter 3-4g).
2. Records Retention. USACE shall retain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of USACE resources. These records shall be accessible to duly authorized representatives of FEMA and the General Accounting Office (GAO), for audit purposes, excerpts and transcripts, for six years and three months from the date of submission of the final billing.

APPENDIX G
MANAGEMENT CONTROL EVALUATION CHECKLIST
PROCEDURES O&M, GENERAL APPROPRIATION
NEPP ADMINISTRATION

1. Function. The functions covered are financial and logistic administration of the CDPP.
2. Purpose. The purpose of this checklist is to assist resource, logistics, and program managers in evaluating the key management controls listed below. It is not intended to cover all controls.
3. Instructions. Answers must be based on the actual testing of key management control (e.g., document analysis, direct observation, sampling, simulation, other). Answers which indicate deficiencies must be explained and corrective action indicated in the supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 1 1-2-R (Management Control Evaluation Certification Statement).
4. Test Questions.
 - a. Are fiscal management duties and responsibilities separated so that the same person cannot request, approve and certify a financial transaction?
 - b. Have persons familiar with the requirements of emergency management initiated NEPP purchase requests, monitored the progress of all obligations, and reviewed labor distribution reports?
 - c. Are all automation and communication equipment purchases reviewed and approved by the EM (or their designee) as essential to meet the emergency needs of the district and technically approved by the Information Management Office (IMO) before committing funds?
 - d. Are controls in place to assure that costs are recorded to the appropriate work item, work category/work category element, and resource codes?
 - e. Are Joint Reviews being completed in accordance with policy?
 - f. Are NEPP obligations promptly recorded by the F&AO?
 - g. Is there a periodic inventory of physical property items?
 - h. Are written procedures in place to account for loaned supplies/equipment, lost accountable items and surplus supplies and equipment?

APPENDIX H
MANAGEMENT CONTROL EVALUATION CHECKLIST PROCEDURES
FC&CE APPROPRIATION ADMINISTRATION

1. Function. The functions covered are financial and logistic administration of the FC&CE.
2. Purpose. The purpose of this checklist is to assist resource, logistics, and program managers in evaluating the key management controls listed below. It is not intended to cover all controls
3. Instructions. Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers which indicate deficiencies must be explained and corrective action indicated in the supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 1 1-2-R (Management Control Evaluation Certification Statement).
4. Test Questions.
 - a. Are fiscal management duties and responsibilities separated so that the same person cannot request, approve, and certify a financial transaction?
 - b. Have persons familiar with the requirements of emergency management initiated FC&CE purchase requests, monitored the progress of all obligations, and reviewed labor distribution reports?
 - c. Are all automation and communication equipment purchases reviewed and approved by the EM (or their designee) as essential to meet the emergency needs of the district and technically approved by the IMO before committing funds?
 - d. Are controls in place to assure that costs are recorded to the appropriate work item, work category/work category element, and resource codes?
 - e. Are Joint Reviews being completed in accordance with policy?
 - f. Is there a periodic inventory of physical property items?
 - g. Are written procedures in place to account for loaned supplies/equipment, lost accountable items, and surplus supplies and equipment?
 - h. Is there a procedure to ensure new supplies and equipment received are added to the inventory?
 - i. Has the EM staff developed and updated operational plans and SOPs appropriate to the anticipated workload?

j. Have all plans and procedures been reviewed to ensure they reflect local operational conditions and applicable regulations?

k. Are the eligibility checklists for all Federal and non-Federal projects accurate and on file for each project in accordance ER 500-1-1?

l. Was the project closed out in a timely manner and excess project funds quickly de-committed/de-obligated?

m. Is there a procedure and was it followed to expeditiously request funding through the MSC, to HQUSACE for emergency operations?

n. Is there a procedure to monitor obligations to prevent exceeding the delegated monetary limitations in Appendix D?

o. Are erroneous charges to the FC&CE appropriation quickly corrected and properly documented?

p. Were requests for reimbursement submitted in a timely manner?

q. Are lack of funds situations being resolved by authorized reprogramming or by requesting funds rather than by cost transfers?

r. Is final accounting for cost shared levee repair projects accomplished in a timely manner?

APPENDIX I

MANAGEMENT CONTROL EVALUATION CHECKLIST PROCEDURES
READINESS/EMERGENCY MANAGEMENT NATIONAL OF REGIONAL CENTERS OF
EXPERTISE FUND ADMINISTRATION

1. Function. The functions covered are financial and logistic administration of the NRCE.
2. Purpose. The purpose of this checklist is to assist resource, logistics, and program managers in evaluating the key management controls listed below. It is not intended to cover all controls.
3. Instructions. Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers which indicate deficiencies must be explained and corrective action indicated in the supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 1 1-2-R (Management Control Evaluation Certification Statement).
4. Test Questions.
 - a. Are fiscal management duties and responsibilities separated so that the same person cannot request, approve, and certify a financial transaction?
 - b. Have persons familiar with the requirements of emergency management initiated FC&CE purchase requests, monitored the progress of all obligations, and reviewed labor distribution reports?
 - c. Are all automation and communication equipment purchases reviewed and approved by the EM (or their designee) as essential to meet the emergency needs of the district and technically approved by the IMO before committing funds?
 - d. Are controls in place to assure that costs are recorded to the appropriate work item, work category/work category element, and resource codes?
 - e. Are Joint Reviews being completed in accordance with policy?
 - f. Is there a periodic inventory of physical property items?
 - g. Are written procedures in place to account for loaned supplies/ equipment, lost accountable items, and surplus supplies and equipment?

APPENDIX J

GLOSSARY OF TERMS/DEFINITIONS/ACRONYMS

ACI – Advanced Contracting Initiative

ADP - Automated Data Processing

Appropriation - Legislative act authorizing the expenditure of a designated amount of federal funds for a specific purpose

AR - Army Regulation

ASACW - Assistant Secretary of the Army for Civil Works

Authority - Right granted to a MSC/District Commander to expend funds within a certain amount without approval from higher headquarters

BCR - Benefit Cost Ratio

C4 - Command, Control, Communications and Computers

Category - A subdivision of an appropriation to identify specific activities or purposes NEPP – National Emergency Preparedness Program - Appropriation providing funds for the Catastrophic Disaster Preparedness planning, training, exercise participation, material acquisition and managerial and administrative staffing.

CDRP - Catastrophic Disaster Response Plan

CECW-O - Operations Division, Directorate of Civil Works, Headquarters, U.S. Army Corps of Engineers

CECW-HS – Contingency Operations Directorate, Headquarters, U.S. Army Corps of Engineers

CECRL - Cold Regions Research and Engineering Laboratory

CEFMS - Corps of Engineers Financial Management System

CEI - Continuing Eligibility Inspection

CEQ - President's Council on Environmental Quality

CERAP – U.S. Army Corps of Engineers Remedial Action Program

CFR - Code of Federal Regulations

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Class - A subdivision of an appropriation and category

CG - 96X3122 - Construction, General. A no-year appropriation enacted in Title I of the annual Energy and Water Development Appropriations Act.

COG - Continuity of Government

COOP - Continuity of Operations

COR - Contracting Officer's Representative

CRREL - Cold Regional Research and Engineering Laboratory

CWIS – Civil Works Information System - A number assigned to individual projects for identification purposes

DA - Department of the Army

DOH - Departmental Overhead - Formerly referred to as “technical indirect” costs. Costs which are of a general nature not applicable to a specific job or project are considered “overhead” costs (e.g., training, meetings, etc.)

DFC - Disaster Finance Center

DOD - Department of Defense

DODD - Department of Defense Directive

DFAS - Defense Finance and Accounting Service

DFFE – Defense Field Force Engineering

Direct Labor - Labor specifically chargeable to one project, solely for that one project's benefit

DOMS - Directorate of Military Support, Headquarters, U.S. Army responsible for executing missions under DODD 3025.1 and DOD 3025.1-M

DPP - Disaster Preparedness Program

DTOS - Deployable Tactical Operations System

E.O. - Executive Order

EC - Engineer Circular

ECA - Evaluation and Corrective Action

E&D - Engineering and Design

EM - Emergency Management

EOC - Emergency Operations Center - A designated area, usually within the office building, from which personnel receive, analyze and communicate information to manage responses to emergency situations

EP - Engineer Pamphlet

ER - Engineer Regulation

ERDC - Engineers Research and Development Center

ERS - Emergency Relocation Site - A designated area, usually remote, from which personnel receive, analyze and communicate information to manage responses to emergency situations

ESF-3 - Emergency Support Function-3 -- Public Works and Engineering of the NRF. USACE, by delegation from DOD, is the planning and preparedness lead agency. Upon FEMA activation of the ESF-3, DOD, thru the DOMS, directs USACE to execute ESF-3 functions on behalf of the Secretary of Defense

Event - A particular disaster situation, e.g., Declaration, Mid-West Floods of 1993, Hurricane Andrew, Northridge, etc

EWP - Emergency Water Program

FAD - Funding Authorization Document

FC&CE - 96X3125 Flood Control and Coastal Emergencies - Appropriation funding natural disaster preparedness, emergency flood control and rescue work, rehabilitation of flood control works damaged or destroyed by flooding, protection or repair of federally authorized shore protection projects threatened or damaged by coastal storms, emergency drinking water, drought assistance and advance measures

FCW - Flood Control Works

FEMA - Federal Emergency Management Agency

FDR – Flood Damage Reduction

FFE – Field Force Engineering

Final Billing - Billing of all outstanding costs after physical completion of a Mission Assignment under P.L. 93-288

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FM - Financial Management.

FOA - Field Operating Activity

FOG – Field Operating Guide

FY - Fiscal Year

G&A - General and administrative type costs which cannot be directly associated to a specific project; overhead

GAO - General Accounting Office

GE - 96X3124 General Expenses. A no-year appropriation enacted in Title I of the annual Energy and Water Development Appropriations Act

GIS/RS - Geographic Information System/Remote Sensing

HMT - Hazard Mitigation Team

HQUSACE - Headquarters, U.S. Army Corps of Engineers

IAAT – Individual Assistance and Assessment Team

ICW – Inspection of Completed Works

IDIQ – Indefinite-Delivery, Indefinite Quantity Contract

IEI - Initial Eligibility Inspection

IHMT - Interagency Hazard Mitigation Team - A coordinated interagency and intergovernmental team approach that develops flood hazard mitigation recommendations in an effort to reduce or avoid Federal expenditures resulting from flood situations

IMA - Individual Mobilization Augmentee - Part of the Selected U.S. Army Reserves consisting of units and individuals who actively participate in paid training annually.

IMO - Information Management Officer

ITF - Interagency Levee Task Force

JFO – Joint Field Office

MA- Mission Assignment

MDEP – Military Decision Package

MFR - Memorandum for Record

MOA - Memorandum of Agreement

MR&T - Mississippi River and Tributaries

MSC - Major Subordinate Command - Division headquarters

MSCA - Military Support to Civil Authorities

MSCD - Military Support to Civil Disturbances

MVD - Mississippi Valley Division

Non-Federal Flood Control Works - A flood control work not authorized by Congress or under other Federal agency authority

NRF – National Response Framework

NEPP – National Preparedness Program

OMA – Operations and Maintenance, Army

O&M, Gen - 96 X 3123, Operation and Maintenance, General. A no-year appropriation enacted in Title I of the annual Energy and Water Development Appropriations Act. This appropriation funds the NEPP

OMB - Office of Management and Budget

Obligation - An order placed, contract awarded or similar transactions which will require a payment of authorized funds in the future

Partial Billing - Interim billing of accrued costs prior to completion of a Mission Assignment under P.L. 93-288

PIR - Project Information Report

PL - A Federal Public Law

POC - Point of Contact

POM – Program Objective Management

RAO – Reemployed Annuitant Cadre Program

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RFA - Request for Federal Assistance

RFO – Recovery Field Office

RIP - Rehabilitation and Inspection Program

RM - Resource Manager

RSC – Readiness Support Center

SOP - Standard Operating Procedure

SME – Subject Matter Expert

TDY - Temporary Duty

USACE - U.S. Army Corps of Engineers

UFC – U.S. Army Corps of Engineers Finance Center

WAD - Work Allowance - Funding limitations issued to MSCs by HQUSACE upon enactment of Civil Works appropriations by OMB, for individual studies, projects, or other activities covered in the appropriation