

**Standard Operating Procedures for  
National Response Framework Activations**

**Emergency Support Function #11  
Natural and Cultural Resources  
and Historic Properties Protection**

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**U.S. Department of the Interior  
U.S. Department of Agriculture  
National Oceanic and Atmospheric Administration  
Federal Emergency Management Agency  
Advisory Council on Historic Preservation  
National Archives and Records Administration  
Heritage Emergency National Task Force**

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**National Response Framework Emergency Support Function (ESF) #11**  
Natural and Cultural Resources and Historic Properties  
Standard Operating Procedures

These procedures are to be used in conjunction with the Department of Agriculture (USDA) Standard Operating Procedures for Emergency Support Function #11 (ESF #11) in implementation of the protection of natural and cultural resources and historic properties (NCH) part of ESF #11 under the National Response Framework (NRF).

**I. Emergency Support Mission**

The mission of the NCH part of ESF #11 is:

- A. To manage and coordinate appropriate response and recovery actions to protect, preserve, conserve, rehabilitate, recover, and restore NCH resources; and
- B. To provide personnel, equipment, and supplies in support of Federal, State, tribal, and local agencies involved in NCH resources protection efforts.

**II. Groups and Positions**

**A. Primary Agency**

The Department of the Interior (DOI) is the Primary Agency for implementing the NCH resources part of ESF #11. As the primary agency for NCH resources, DOI organizes and coordinates the capabilities and resources of the Federal Government to facilitate delivery of services, technical assistance, expertise and other support to State, local, and tribal authorities and other Federal agencies in addressing protection, preservation, conservation, rehabilitation, recovery, and restoration of NCH resources in prevention of, preparedness for, response to, and recovery from an incident requiring a coordinated federal response. The Office of Environmental Policy and Compliance (OEPC) is responsible for providing the NCH “primary agency” function for DOI.

**B. Interagency Points of Contact**

When the Federal Emergency Management Agency (FEMA) activates the NCH part of ESF #11, DOI, USDA, and the Department of Commerce’s National Oceanic and Atmospheric Administration (NOAA) will decide quickly the roles each will play for the incident. The primary points of contact for each of these agencies (hereafter interagency POCs) have the authority to make that decision for their agency. The primary POCs for the National Archives and Records Administration (NARA), the Advisory Council on Historic Preservation (ACHP), and the Heritage Emergency National Task Force participate when their organization has been or may be asked for assistance. The FEMA Environment and Historic Preservation (EHP) Unit participates as part of ESF-11 upon the immediate activation of the NCH portion of the emergency support function. The EHP Unit Chief, or designee, is the POC for the EHP Unit in the initial phases of the NCH activation, and assists the appropriate EHP Advisor (EHPA) at the JFO, in the coordination of Mission Assignments of NCH resources to facilitate the incident’s

response and recovery operations. The EHPA will be the primary POC for the NCH Coordinator.

#### C. DOI Executive Agents

DOI provides services to address NCH resources under ESF #11. DOI's Bureau (Bureau) management designates officials as Executive Agents to decide the role their Bureau will play in the specific activation of the NCH part of ESF #11 and to ensure provision of the resources and implementation of actions necessary to accomplish that role.

#### D. DOI Environmental Safeguards Group (ESG)

Composed of representatives of all of the Bureaus and of key Offices under the DOI Assistant Secretary – Policy, Management and Budget, the ESG is responsible, among other things, for headquarters staff-level work on implementation of DOI's responsibilities under the NCH part of ESF #11.

#### E. National NCH Coordinator

As the primary agency for the NCH part of ESF #11, DOI provides a National NCH Coordinator responsible for implementation of the ESF. The National NCH Coordinator is appointed by the Director, DOI Office of Environmental Policy and Compliance (OEPC), who has the lead for DOI on the NCH part of ESF #11 (see Appendix 13). This appointment is current until withdrawn and is not incident-specific. As needed, the National NCH Coordinator updates and distributes contact information providing name, telephone (office, home, cell), e-mail, and fax information for all offices, groups, and positions identified in this SOP. The National NCH Coordinator is also responsible for maintaining and updating this SOP.

#### F. National Natural and Cultural Resources Coordinators

As needed, and after consultation with the Executive Agents and interagency POCs, and with the approval of the Executive Agent or POC for the organization from which the Coordinator will be drawn, the National NCH Coordinator may appoint a National Natural Resources Coordinator and/or a National Cultural Resources Coordinator. The individuals appointed will be from a DOI bureau, USDA, or NOAA, and will have natural and/or cultural resources management expertise, as applicable. These appointments may be for an incident or for a specified time period (e.g., for a hurricane season), generally not longer than six months. In this SOP, the term "National Coordinator" means either the applicable National Natural or Cultural Resources Coordinator, or, if no National Natural or Cultural Resources Coordinator is assigned, the National NCH Coordinator. The National Natural and Cultural Resources Coordinators keep the National NCH Coordinator informed (copied) on all actions and consult on major issues needing resolution.

#### G. NCH Coordinating Agency (Incident-Specific)

As described in section IV.B, a decision will be made about which agency or DOI bureau will serve as the NCH Coordinating Agency for each incident. The NCH Coordinating

Agency is responsible for ensuring Mission Assignments (MA) are completed and for keeping the National NCH Coordinator apprised of activities and issues. Responsibilities include:

1. Managing MAs and coordinating tasks with support agencies, as well as appropriate State and tribal agencies. This responsibility includes ensuring that work called for under the MA is completed and providing financial oversight of the MAs.
2. Planning for short-term and long-term incident management operations, as needed.
3. Working with appropriate private sector organizations (including non-governmental organizations) to maximize use of all appropriate and available resources, as needed.
4. Executing or ensuring support agencies execute contracts and procure goods and services as needed;
5. With the assistance of the NCH Coordinator (see G, below), preparing and submitting invoices to FEMA, consistent with the Financial Management Support Annex to the National Response Framework, and monitoring payment from FEMA.
6. Participating in development of after-action reports as required by FEMA, USDA, and/or DOI.
7. Providing the National Natural and Cultural Resources Coordinators where ones have not already been identified and the NCH Coordinator, when possible (see section G, below).
8. Keeping the National NCH Coordinator and USDA ESF 11 lead apprised of activities and issues.

#### H. NCH Coordinator (Incident-Specific)

Management of MAs at each Joint Field Office (JFO) will be handled by an NCH Coordinator. Funding for this position will be included in all MAs. The NCH Coordinating Agency for the incident will fill this position from one of the NCH organizations that is staffing the MA or by contract. Responsibilities of the NCH Coordinator are listed in section VII of this SOP.

## I. Interagency Legal Support Team

This is a team of attorneys from participating agencies, including but not limited to, the Departments of the Interior, Agriculture, Homeland Security, Commerce, and the Environmental Protection Agency. The team identifies and maintains a roster of legal contact points, including relevant contact information, within each participating Department or Agency to coordinate in the provision of legal services. The team members assist their respective client agencies in complying with relevant Federal environmental and other laws during response activities under ESF #11. The team members coordinate with each other with respect to legal issues relevant to such response activities. The team provides legal advice and support to their respective agencies when ESF #11 is activated and in the event of an incident requiring a coordinated federal response, as defined in the NRF, so as to enable the Federal Government to effectively protect human health, property, the environment, and natural and cultural resources. The team members identify environmental and other laws relevant to prevention, preparedness, response, and recovery activities under ESF #11. Upon request by their respective agency clients, the team members will assist their agency clients in the development and negotiation of protocols, authorizations, or coordination agreements to facilitate compliance with relevant environmental and other laws during prevention, preparedness, response, and recovery activities.

## J. FEMA's Environmental and Historic Preservation Advisor

The EHPA is under the Chief of Staff (COS) and is the liaison between the FCO, the NCH Coordinator, the EHP Team lead(s), the Programs and external stakeholders. The EHPA communicates to the FCO through the COS and performs the following functions:

1. Informs, counsels, and provides recommendations to the FCO (Command and General Staff as needed) and to senior ERT management on the requirements on the following;
  - a) Adequacy of compliance reviews, particularly National Environmental Policy Act and Section 106 of the National Historic Preservation Act;
  - b) Complex environmental and historic preservation issues requiring special attention;
  - c) Requirements and adequacy of EHP compliance for Stafford Act-funded activities executed by ESFs;
  - d) Compliance of ERT operations with environmental and historic preservation requirements;

e) Resolution of conflicts related to EHP issues;

2. Serves as the primary POC between the FEMA Regional Environmental Officers and the FCO;
3. Represents FEMA's interests when communicating with Federal, Tribal, and State environmental and historic preservation resource agencies and with special interest groups.

### III. Notification

A. When FEMA activates ESF #11 for a disaster or emergency, USDA will notify the DOI Watch Office (202-208-4108 or 877-246-1373)<sup>1</sup>. The DOI Watch Office will work with OEPC to develop a notification message which the Watch Office will transmit via telephone and email or fax to the DOI Executive Agents, the ESG, and interagency POCs, for their information. This notification will occur each time FEMA activates ESF #11, regardless of the part of the ESF that has been tasked.

### IV. Development of Mission Assignments

A. Where possible, pre-scripted Mission Assignments (MA, see Appendix 2) will be used as the starting point for MAs. MAs may be developed at the national, regional, or state level. In general, MAs are developed as the result of discussion with FEMA, states, tribes, and local governments, as appropriate, about the specific support needed from the NCH part of ESF #11. MAs may also be developed when the responsible FEMA official or the ESF #11 lead notifies the National Coordinator or the DOI Regional Environmental Officer of the need for NCH assistance. MA development is most likely to occur at the Regional Response Coordination Center (RRCC) or JFO. NCH personnel (i.e., the National NCH Coordinator, the National Natural or Cultural Resources Coordinator, or the DOI Regional Environmental Officer<sup>2</sup>) will work with FEMA or the entity requesting NCH support to determine the legitimate level of need and the cost estimate, scope of work (SOW), number and type of individuals and other resources needed, anticipated hours of work per week, and beginning and end dates. Resources include those needed to accomplish the disaster response and recovery mission as well as those needed to support accomplishment of the mission, including financial and administrative support and management oversight. Where possible and appropriate, provision will be made in MAs for personnel to be deployed as teams. NCH MAs will include provision for an NCH Coordinator<sup>3</sup> at the RRCC or JFO (when one is

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<sup>1</sup> See DOI Watch Office Responsibilities, below

<sup>2</sup> DOI Regional Environmental Officers can also provide interagency and intradepartmental coordination to assist in resolving issues that arise during MA implementation, if needed.

<sup>3</sup> NCH Coordinator duties are described in section VII of this SOP. If only one individual is needed under the MA, that person may be assigned to carry out the NCH Coordinator duties.

established), and should provide that duties may be performed from the home duty station, when possible. Information on the support needed with as much detail as possible is included in an Action Request Form (see Appendix B to the ESF #11 SOP), which is the basis for development and FEMA approval of the MA.

#### B. Mission Assignment Acceptance

1. The first time a request for NCH resources assistance is made under the NRF, the entity notified will call the National NCH Coordinator and the DOI Watch Office. The DOI Watch Office will notify the National NCH Coordinator, if that person was not the first notified. The National NCH Coordinator will develop a message with as much background information as is available about the request for assistance and transmit it to the DOI Watch Office. The DOI Watch Office will transmit this message via telephone and the National NCH Coordinator will transmit it via email or fax to the DOI ESG and the interagency POCs. The message will include information about the date, time, and call-in number for a conference call to discuss the tasking and prepare for a meeting or conference call, described in section IV.B.2, below.
2. For requests for assistance from ACHP, the National NCH Coordinator will contact the ACHP POC directly and notify the DOI ESG and other interagency POCs about the request, for their information. The steps in section IV.B. 3-5, below, will not be followed in this case. The ACHP will be responsible for carrying out the duties of the NCH Coordinating Agency if they are the only entity with personnel deployed for the incident.
3. DOI ESG members and Executive Agents and interagency NCH POCs meet in person or by conference call for the first potential MA to ESF #11/NCH for each declared incident requiring a coordinated federal response. The purpose of the meeting is to decide whether to accept the Mission Assignment (MA) as written, whether to propose modifications to the MA, and, if accepted, which agency (and for DOI, which Bureau or Office) will serve as the NCH Coordinating Agency/Bureau for the incident and what support will be provided by the other Agencies/Bureaus. This discussion may include decisions about which personnel will go to the National Response Coordination Center (NRCC), RRCC, Joint Field Office (JFO), and/or emergency operations centers (EOC) at least initially. DOI Executive Agents are responsible for deciding the role their Bureau or Office will play and ensuring provision of the resources necessary to accomplish that role. Meetings/conference calls with the interagency POCs and DOI Executive Agents will not be held for subsequent taskings under the MA or subsequent MAs for the incident, unless significant changes to the situation require further consultation.

4. The decision on which agency/bureau will serve as NCH Coordinating Agency/Bureau for each incident will be based on discussion and collective agreement among the DOI Executive Agents and the POCs from USDA, and NOAA, which will include consideration of:

- a) Location of the work needed
- b) Area(s) of expertise needed
- c) Interest
- d) Availability and location of assets
- e) Administrative support capability

5. The NCH Coordinating Agency/Bureau for the incident will advise the ESF #11 Coordinator (USDA) of the names of NCH personnel staffing the NRCC, the RRCC, and the JFO.

## V. Staffing Mission Assignments

### A. Planning

1. At the beginning of the third quarter of each fiscal year, each DOI Bureau<sup>4</sup> and the primary POC for USDA and NOAA will solicit volunteers for deployment under ESF #11/NCH MA during actual or potential domestic incidents during the 12 months beginning June 1. The call for volunteers will specify the positions anticipated to be needed, with an anticipated statement of duties (see Appendix 7), and include a request for the following information from each volunteer:

- Name, title, grade and step, bureau (if DOI) or agency (if non-DOI), unit/duty station name, city, state
- Contact telephone numbers during work hours (include cell, if applicable).
- Contact telephone numbers after work hours (include cell, if applicable).
- Work fax number.
- Volunteer position (e.g., archeologist, wetlands biologist) and related qualifications and experience for position (list all positions for which employee qualifies and wants to volunteer, providing separate qualifications and experience for each position)
- Confirmation of supervisor's approval.
- Dates of availability for assignment

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<sup>4</sup> OSM maintains a list of personnel by area of expertise in the OSM Environmental Safeguards Plan for All-Hazards Emergencies and will use this list on request rather than participating in the process described here.

2. Each agency or DOI Bureau will compile a list of volunteers using the Resource Availability Information form in Appendix 8, so that the data can be aggregated at the ESF #11/NCH level. By June 1, the agencies and bureaus will approve and submit to the NPS Emergency Incident Coordination Center (EICC), in electronic form, all volunteer names for inclusion in the NCH Resource List, using the transmittal note in Appendix 8. A copy of the transmittal to EICC will also be sent to OEPC.
3. The NPS EICC maintains the ESF #11 NCH Resource List and deploys personnel from the list, as described in section V.B, below.
4. Volunteers must immediately notify their ESG member or interagency POC, in writing by e-mail or fax, when they are no longer available. As additional personnel volunteer and when volunteers state that they are no longer available, ESG members and interagency POCs will submit the names to the National NCH Coordinator, who will forward them to EICC for immediate update. For DOI, this process will follow procedures included in Bureau Environmental Safeguards Plans.

#### B. Activation

1. Following the Executive Agents/interagency POCs meeting held for the first MA for each incident (see section IV.B.2), the POC for the NCH Coordinating Agency, or appropriate National Cultural or Natural Resource Coordinator (see below) will create a “segmented NCH Resource List,” that is, a list that includes volunteers only from those bureaus that agreed to participate in the disaster response or recovery. In response to the original MA and upon receipt of additional task orders under that MA or of additional MAs, the National NCH Coordinator or appropriate National Cultural or Natural Resource Coordinator (if designated), (henceforth “National Coordinator”) will search the segmented NCH Resource List to identify personnel with the qualifications to provide the assistance requested in the MA.

#### 2. Contacting Personnel for Possible Assignment

- a) As soon as the MA, SOW, and time frame are known, the National Coordinator initiates contact with personnel<sup>5</sup> on the segmented NCH Resource List who appear to have the qualifications to provide the assistance requested in the MA. The purpose of this contact is to match skills to the SOW and ascertain the availability of personnel during the period of time covered by the MA. Initiation of this process prior to the approval of the MA is critical to a quick response and deployments once the MA is approved. The National Coordinator may call upon ESG members to assist with this task.

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<sup>5</sup> For NRCS personnel, contact is made first with the NRCS POC, who will clear any contact with potential NRCS volunteers.

- b) If there are not enough personnel available to fill the MA, the National Coordinator will ask representatives of Bureaus and Agencies that agreed to provide personnel to do another call for volunteers for the specific incident. Information on these new personnel will include the items in section V.A.1, above, and will be added to the NCH Resource List.
- c) When FEMA requests specific personnel by name, the National Coordinator works with the appropriate Bureau or Agency to determine availability of the requested personnel. If they are available, the National Coordinator asks for the information in section V.A.1, above and forwards that information to NPS EICC so they may be added to the NCH Resource List.
- d) The National Coordinator provides volunteers that have been identified for possible assignment with available information on the pending deployment, logistics, lodging, travel, health advisories, and background on the National Response Framework and ESF #11 NCH. (See sample memo in Appendix 1, and attachments in Appendices 5 and 6.) The National Coordinator may ask the NCH Coordinator, once one has been deployed to the RRCC or JFO, to provide this information to the identified volunteers.

### 3. Notifying Bureaus and Agencies of Pending Deployments

Once all the personnel needed to fill the MA are identified, the National Coordinator will notify the Bureau ESG members or agency representatives, the NCH Coordinating Agency POC, and the NCH Coordinator, if one is in place, of the names of personnel who will be deployed for the MA, the MA number (if known), and the proposed deployment start/end dates.

### 4. Accepting the Mission Assignment

FEMA sends the approved MA (which may be accompanied by a MA Task Order Form) and MA Activation Letter to the National Coordinator (by e-mail or fax) and/or posts it on the Homeland Security Information Network (HSIN). The National Natural or Cultural Resources Coordinator sends the MA (and MA Task Order Form, if there is one) to the NCH Coordinating Agency POC, the National NCH Coordinator, or advises that the MA has been posted to HSIN. If there is a MA Task Order Form, the NCH Coordinating Agency POC forwards it to the agency accepting official (Federal Agency Action Officer) who signs the task order. (See Appendix 3) If an NCH Coordinator is in place, the National NCH Coordinator notifies that person.

### 5. Deploying Personnel

- a) Once the National NCH Coordinator receives an approved MA (or, if one has been done, the Federal Agency Action Officer signs the task order accepting the MA), the National Coordinator sends a message (e-mail) to

EICC requesting deployment of the personnel that the National Coordinator has identified to meet the SOW and fulfill the MA. The National Coordinator sends (by e-mail or fax) the MA and SOW to EICC (see sample message in Appendix 4). With the first deployment on the incident and when updates are needed, the National Coordinator provides EICC with a list of the reimbursable account numbers for the participating bureaus.

b) EICC deploys the selected personnel, updates the NCH Resource List with the deployment information, and adds the names to the Resource Ordering and Status System (ROSS) maintained by the National Wildfire Coordinating Group. (See <http://ross.nwcg.gov/>.) EICC mobilizes the personnel using ROSS, which will show the personnel deployed to the incident. When the deployed personnel notify EICC of the date and time of their demobilization and travel itineraries (if any) at the end of their deployment, EICC will use ROSS to demobilize and mark the personnel “unavailable,” making the personnel available only for future assignment under ESF #11 NCH. (Individuals may request to be listed as “available” so that they may be deployed under other ESFs.) At the time of deployment, EICC provides personnel with their agency’s or bureau’s reimbursable account number for the incident.

#### 6. Sub-tasking

##### a) To Non-DOI Agencies Party to ESF #11 (NCH)

When USDA, NOAA, and/or ACHP provide personnel under a MA to the NCH part of ESF #11, the National Coordinator will prepare and the Federal Agency Action Officer will sign an ESF MA Subtasking Request form (see Appendix 9). The National Coordinator will fax the form to the authorizing official from the sub-tasked agency, who will sign the form and return it via fax to the National Coordinator.

##### b) To Agencies Not Party to ESF#11 (NCH)

As needed, the Federal Agency Action Officer may issue a sub-tasking to other agencies that are not party to ESF #11 to provide personnel for deployment, following the same process as in V.B.6.a, above. The sub-tasked agency will provide names for the NCH Resource List and deployed personnel will follow this SOP.

##### c) To NARA and Appointment of National Records Coordinator

If a MA calls for records managers and/or records conservators in the SOW, the National NCH Coordinator may issue a sub-tasking, following the same process as in V.B.6.a, above, to the National Archives and Records Administration (NARA) and appoint a National Records Coordinator. This appointment will be incident-specific. The National Records Coordinator assumes the responsibilities

of “National Coordinator” for records resources. The National Records Coordinator keeps the National NCH Coordinator and the National Cultural Resources Coordinator informed (copied) on all actions.

#### VI. Mission Assignment Amendments

The procedures for developing and accepting amendments to the MA are the same as for a MA, except as noted below:

- A. FEMA may issue an Action Request Form (ARF) to amend the MA followed by a MA Amendment, or may directly issue the MA Amendment. Deployments may be made following receipt of the approved ARF.
- B. A meeting of the Executive Agents and interagency POCs is generally not required.
- C. The NCH Coordinator position in the JFO is usually already established.

#### VII. Responsibilities of NCH Coordinator at RRCC or JFO

- A. Coordinating administration of the MA for all deployed individuals, including providing logistical information.
- B. Ensuring that deployed personnel promptly receive orientation and training upon arrival on site. The orientation must include information on the organizational structure and the specific chain of command for each deployed individual.
- C. In conjunction with the deployed employee and the deployed employee’s FEMA supervisor, developing a work plan and informal performance plan (for employee performance appraisal purposes) for each employee. A formal performance plan is required for personnel deployed for over 90 consecutive days. The performance plan should include a specific list of tasks and duties to be performed.
- D. Ensuring financial and property accountability for ESF #11 NCH activities, consistent with departmental and Bureau/Agency procedures and guidelines, including monitoring expenditures to ensure the mission assignment dollar limitation is not exceeded and submitting to the NCH Coordinating Agency and the National NCH Coordinator a “burn report” on expenditures relative to the authorized ceiling on the MA (weekly). A sample “burn report” may be found in Appendix 10. When it is anticipated that the dollar limitation set forth in the MA will be exceeded, the NCH Coordinator is responsible for submitting an Action Request Form (ARF) for additional funding and providing the MA amendment with the increased funding to the National Coordinator, the NCH Coordinating Agency, and the National NCH Coordinator.
- E. Collecting input from deployed personnel and developing daily and other reports (such as situation reports) on activities, operational priorities, status of the assets of the NCH part of ESF #11, and issues of note for the ESF #11 Coordinator, the NCH Coordinating

Agency, the National NCH Coordinator, the National Cultural Resource Coordinator and National Natural Resource Coordinator, and others, as required (see Appendix 11).

F. Preparing and submitting MA Progress Reports on the schedule established by FEMA (see Appendix 12).

G. Coordinating with FEMA's Environmental and Historic Preservation Advisor (EHPA) on NCH resources related actions and issues, including those that need the special attention of the Federal Coordinating Officer for the incident.

H. Coordinating with other ESF liaisons who are involved in common missions.

I. Resolving issues that arise at lower levels (e.g., the RRCC would try to resolve issues from the JFO) or within that level and ensuring issues that cannot be resolved at that level are referred to the National Coordinator.

J. Serving as the ESF #11 representative at the RRCC or JFO when required or when NCH is the only part of ESF #11 with personnel deployed to the coordination center. When serving as the ESF #11 representative, carrying out the duties of that position as outlined in the ESF #11 SOP.

K. Maintaining a daily shift log of events at each coordination center where there is a representative of the NCH part of ESF #11.

L. Establishing and maintaining official files and records of pertinent correspondence, reports, and other information generated and providing those official files and records to the National NCH Coordinator after final bills have been submitted to FEMA (see item O, below).

M. Managing Mission Assignments (MA) on behalf of the NCH Coordinating Agency and coordinating tasks with support agencies, as well as appropriate State and tribal agencies, including ensuring that the MA is completed and approved and that tasking instructions are understood.

N. Planning for short-term and long-term incident management operations, as needed.

O. In support of the NCH Coordinating Agency, preparing and submitting bills to FEMA, consistent with the Financial Management Support Annex to the National Response Framework.

P. Participating in development of after-action reports as required by FEMA, USDA, and/or DOI.

### VIII. Responsibilities of All Deployed Personnel

- A. Arranging travel between home and deployment duty stations;
- B. Providing deployment travel itineraries and demobilization dates, times, and travel itineraries (when deployment involves travel) to EICC;
- C. Checking in with the Resources Unit upon arrival and departure.
- D. Obtaining an incident safety briefing and adhering to personal protective equipment requirements, if applicable;
- E. Maintaining records of activities and submitting reports on a schedule determined by the NCH Coordinator;
- F. Maintaining records of hours worked (see Appendix 6) and expenditures, and preparation of reimbursement documentation;
- G. Advising the NCH Coordinator in a timely fashion of any issues needing resolution;
- H. Ensuring personnel accountability for equipment issued for use in the deployment; and
- I. Submitting a final report of accomplishments, best practices, and lessons learned to NCH Coordinator promptly after return to the home duty station.

### IX. Responsibilities of All Agencies with Deployed Personnel

#### A. Timekeeping

ESG members and interagency POCs for bureaus and agencies participating in fulfilling the MA must ensure deployed personnel have the forms and information necessary to track and report their time to their home duty stations. The employee's home duty station uses this time report to complete the standard time and attendance report for the employee, coding hours using the bureau's or agency's reimbursable account number as appropriate. The Emergency Firefighter Time Report, in Appendix 6, may be used to track and report time of deployed personnel if the bureau/agency does not have their own report form. The NCH Coordinator maintains copies of the time report and instructions for distribution to personnel while on deployment.

#### B. Financial Management

1. Bureaus/agencies with personnel deployed to fulfill MAs are responsible for providing financial services and support to their field response operations. These responsibilities are covered in DOI ESF Financial Management Standard Operating Procedures for National Response Framework Activations for DOI Bureaus and Offices.
2. Each Bureau and agency participating in a MA under ESF #11/NCH is to designate a POC who will handle financial matters during the activation. The POC is responsible for:
  - a) Establishing or ensuring establishment of reimbursable accounts for use to pay overtime, incidental expenses, travel and other costs, if any, for deployed personnel that FEMA will reimburse (if this has not already been done at the start of each fiscal year);
  - b) Providing the reimbursable account number to the National NCH Coordinator at the beginning of the incident; and
  - c) Providing timely information and guidance to deployed personnel on financial management matters.

#### X. Responsibilities of Support Agencies with Deployed Personnel

- A. Conducting operations or furnishing available personnel, equipment, or other resource support as requested by FEMA or the primary agency for the NCH resources part of ESF #11;
- B. Participating in planning for short-term and long-term incident management operations and developing supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first responder standards;
- C. Assisting in conducting situational assessments; and
- D. Maintaining financial and property records for submission to the primary agency, consistent with Agency and/or Bureau procedures and guidelines and the Financial Management Support Annex to the National Response Framework.

#### XI. Responsibilities of All NCH Agencies

- A. Participating in development of after-action reports
  1. At the end of the deployment, all deployed personnel are required to prepare brief after-action reports on the work performed and recommendations for administrative or procedural changes.

2. The National NCH Coordinator, National Natural and Cultural Resources Coordinators, National Records Coordinator, NCH Coordinator, ESG members, and interagency POCs provide input to “lessons learned” activities and revise the SOP accordingly.

3. The National NCH Coordinator is responsible for ensuring completion and distribution of after-action reports.

B. Providing input to periodic readiness assessments;

C. At the beginning of each fiscal year, establishing reimbursable accounts for use to pay overtime, incidental expenses, travel and other costs, if any, for deployed personnel that FEMA will reimburse;

D. Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;

E. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats;

F. Nominating new technologies that have the potential to improve performance within or across functional areas to the Department of Homeland Security for review and evaluation;

G. Identifying appropriate personnel for the interagency legal support team; and

H. Complying with all applicable environmental and historic preservation laws and Executive Orders.

## XII. Responsibilities of the DOI Watch Office

A. The function of the DOI Watch Office is to provide notice and communications

B. When ESF #11 has been activated, receive notification call from USDA, work with OEPC to develop a notification message, and transmit the message to the DOI Executive Agents, the ESG, and the interagency POCs.

C. When the NCH resources part of ESF #11 has been tasked, receive notification call, notify the National NCH Coordinator (if not already notified) and agree on a date and time for a meeting or conference call. Upon receipt from OEPC of a message about the activation, transmit the message via telephone to the DOI Executive Agents, the ESG, and the interagency POCs, as directed.

D. Receive and transmit to the DOI POC and OLES reports of daily activities, operational priorities, and issues of note from the ESF #11--NCH resources primary agency representative.

E. Maintain current interagency POC, ESG, and DOI Executive Agent call-down lists.

Acronyms

ACHP	Advisory Council on Historic Preservation
CATEX	Programmatic Categorical Exclusion
DOI	Department of the Interior
EHPA	FEMA Environmental and Historic Preservation Advisor
EICC	NPS Emergency Incident Coordination Center
ELO	Environmental Liaison Officer
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HSIN	Homeland Security Information Network
JFO	Joint Field Office
MA	Mission Assignment
NARA	U.S. National Archives and Records Administration
NCH	Natural and cultural resources and historic properties
NOAA	National Oceanic and Atmospheric Administration
NPS	National Park Service
NRCC	National Resources Coordination Center
NRF	National Response Framework
OEPC	Office of Environmental Policy and Compliance
OLES	Office of Law Enforcement and Security and Emergency Management
POC	Point of contact
ROSS	Resource Ordering and Status System

RRCC	Regional Response Coordination Center
SOL	Solicitor's Office
SOP	Standard Operating Procedures
USDA	U.S. Department of Agriculture

## List of Appendices

1. Sample Advance Memo to Responding Personnel
2. Pre-Scripted Mission Assignments
3. Mission Assignment Task Order Form
4. Sample Message to EICC Requesting Deployment
5. Packing Checklist
6. Time Report and Instructions
7. NCH Position Descriptions and Qualifications
8. Resource Availability Information for NCH Resource List
9. ESF MA Subtasking Request Form
10. Sample Burn Report
11. Sample Activity Report
12. MA Progress Report
13. National NCH Coordinator Designation
14. Training for Personnel at RRCC and JFO

### Sample Advance Memo to Responding Personnel

Thank you so much for responding to FEMA's request for assistance in state name. Your skills are critical to the response and recovery process. You will be working under the Natural and Cultural Resources and Historic Properties (NCH) part of Emergency Support Function #11 (ESF #11) at the Joint Field Office (JFO) in city, state. DOI is the lead agency for ESF #11 (NCH) under the National Response Framework.

I have now spoken directly with all of you confirming this assignment. I have submitted your names to FEMA. I am waiting for FEMA paperwork, a Mission Assignment (MA), that will permit me to give your names to the Emergency Interagency Coordination Center (EICC), and ask the dispatcher to call you with the official deployment notice. Those of you who are leaving on \_\_ date are making travel arrangements (more on that below). Be sure not to actually start your travel until you have the deployment call from the dispatcher.

Here is a list of those who are covered on this assignment, including the dates they will be serving.

#### Architectural Historian

[Name] Historical Architect, Bureau, 12/12-22, 1/3--2/3 (Travel 12/12, 12/22, 1/3, 2/3)  
[Name] Historical Architect, Bureau, 1/23-3/3 (Travel 12/23, 3/3)

#### Archeologist

[Name] Archeologist, Bureau, 12/12-22, 1/3-31, with possible extension through 2/28 (Travel 12/12, 12/22, 1/3, 1/31)  
[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)  
[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)  
[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)  
[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

#### Historic Preservation Generalist

[Name] Historical Architect, Bureau, 1/3-31, (Travel 1/3, 1/31)

#### NCH Coordinator

[Name] Superintendent, Bureau, 12/5-2/28/06 (Travel 12/4 and 3/1)

I have discussed with each of you the nature of the assignment. The dispatcher will provide you a copy of the MA and Scope of Work (SOW) when you are deployed. FEMA estimates that you will be working 10 -15 hours of overtime per week.

[Name] will be the NCH Coordinator for JFO-city name. The NCH Coordinator assigned to the JFO assumes responsibility for coordinating administration of the MA for all deployed individuals. The NCH coordinator will answer your logistical questions, track expenditures

under the MA, and submit reports to the National NCH Coordinator. You will need to submit information about your expenditures and information for periodic reports to the NCH Coordinator. Please keep all receipts for your expenditures while you are deployed. Writing the Mission Assignment number, which the NCH Coordinator will provide to you, on those receipts would be helpful, as would carrying a waterproof (e.g., plastic ziplock) bag to hold the receipts.

Your home office/unit should be working on your Travel Authorizations (TA). Use the appropriate account number from the following list of bureau reimbursable account numbers for this incident:

Bureau #####-XX##-###

Bureau #####-XX##-###

Everyone should include rental car authorization on the TA. Once you are in city name, the archeologists, who will be working as a group, may decide to consolidate and reduce the number of rental cars. You need to make your reservation for the hotel in city name. Two options that are close to the Joint Field Office (JFO) where you will be reporting are:

Hotel Name  
Address  
Telephone  
Fax  
E-mail  
Web

Hotel Name  
Address  
Telephone  
Fax  
E-mail  
Web

Once you determine your room rate in city name, then include that in your TA as an "Actual Expense lodging rate" if the amount is over the standard lodging rate. Your unit's administrative officer will need to follow "Actual Expense" approval procedures for your TA.

Once you get to city name, you will receive information about lodging in city name. You may need to amend your TA to cover the applicable rates in city name once you determine them. The JFO administrative staff will assist with the city name lodging arrangements.

You should proceed to make your travel arrangements (plane reservations) in coordination with your home office/unit; however, do not start to travel until you first get the official deployment call from the EICC dispatcher. We need additional paperwork from FEMA before we can deploy you.

You are all in the same bureau and will use the following account number for your travel and overtime: #####-XX##-###. For those of you who are currently furloughed and in non-pay status, you will use this account also for your Base 8 pay.

You will report to [FEMA Contact Name] in the JFO. This individual coordinates cultural resources for the JFO. His telephone number in the JFO is 601-###-####, his cell is ###-###-####. The dispatcher will tell you what date and time to report to the JFO.

The address for the JFO is:

Street Address  
City, State, zip code  
General telephone  
Fax XXX###-####

Please use MapQuest to get directions from your arrival airport to the JFO and your hotel.

Another POC is [OEPC Regional Contact Name], with DOI Office of Environmental Policy and Compliance. He is the coordinator for ESF #11 (NCH) for the JFO-city name. Although he is not physically at the JFO he will be available to assist you when the NCH Coordinator is not available to answer administrative and logistical questions about your assignment. His numbers are: #####-###-#### (desk) and ###-###-#### (cell). Do not hesitate to call him.

I will be faxing the timesheet that you will use. Attached is a document explaining how to use it.

(See attached file: Instructions Time Report 12-8-05.doc)

Be sure to bring your Government ID with you.

Attached is a packing list that was developed by the NPS Museum Emergency Response Team. You may find it helpful. Please also check current Transportation Security Agency rules for carry-on luggage at [www.tsa.gov](http://www.tsa.gov).

(Attach packing checklist, Appendix 5)

If you need shots, you will be able to get them at the JFO.<sup>6</sup> It is a good idea to know the status of your immunizations before you arrive at the JFO. Here is a URL for immunization information for first responders for Katrina:

<http://www.bt.cdc.gov/disasters/hurricanes/responderimmun.asp>

This URL has general health and safety information for hurricane situations:  
<http://www.bt.cdc.gov/disasters/hurricanes/index.asp>

If you have not previously taken the online training in the attached list, please do so at this time. If you took the training previously, you might want to refresh your knowledge at this time.

(See attached file: Online Training.doc)

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<sup>6</sup> This sentence should be revised if the JFO has no health unit.

If you have time before your deployment, you might want to take a look at the National Response Framework, so that you can see how ESF #11 fits into the entire response. It is at [http://www.dhs.gov/dhspublic/interapp/editorial/editorial\\_0566.xml](http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0566.xml).

Thank you so much for taking time from your busy schedules to perform this important role. Let me know if you have any questions.

Signed

Name  
National Cultural Resources Coordinator  
ESF #11 (NCH)  
Bureau  
1849 C Street, NW  
Washington, DC 20240-0001  
202-###-####  
Fax: 202-###-####

## Pre-Scripted Mission Assignments

Appendix 2

**MISSION ASSIGNMENT PROPOSED STATEMENT OF WORK (PSOW)**

**Federal Department/Agency: DOI**

**ESF #: 11**

**Tracking No.:**

**Title:**

**Date: (Date Submitted)**

**II. Description of Requested Assistance**

**IV. Justification/Statement of Work**

**IV. Cost Estimate:  
Total Estimated Cost:**

**FEMA COORDINATION**

<b>Organization</b>	<b>Date</b>	<b>Approve/Disapprove</b>	<b>Organization</b>	<b>Date</b>	<b>Approve/Disapprove</b>
<b>Response Div.</b>			<b>OCC</b>		
<b>Recovery/PA Div.</b>			<b>CFO</b>		
<b>Logistics</b>					

**MA TASK ORDER FORM \***  
 Federal Emergency Management Agency  
 Region (XX)  
 (Location)

MA & Task # \_\_\_\_\_  
 Other Tracking # \_\_\_\_\_

DR/EM/SU #: \_\_\_\_\_  
 Date & Time Received: \_\_\_\_\_

Requestor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supporting Documentation Attached

PRIORITY LEVEL		SCHEDULE		Cost Estimate **
<input type="checkbox"/> Urgent	<input type="checkbox"/> Immediate	<input type="checkbox"/> Routine	Beginning Date	Completion Date
Description of Task:				
Accepting Official (Federal Agency Action Officer):				ESF#:
Site Point of Contact (if different from AO):				
Address:				
Phone:			Fax:	
E-Mail:				
COMMENTS: (use back or separate page for additional space):				
*** Project Officer's Name:			Phone #:	
Project Officer Signature:			Date:	
* Not to be used for subtasking to another (supporting) Federal Agency ** The tasking form does not obligate further funds. It details expenditures of existing obligation *** Following signatures please provide information copy to FEMA MAC				

Sample Message to EICC Requesting Deployment

Emergency Incident Coordination Center contact information:

Telephone: 540-999-3412

Fax: 540-999-3130

Messages to: [NPS\\_EICC@nps.gov](mailto:NPS_EICC@nps.gov)

Sample Message:

TO: EICC Dispatcher

Under mission assignment, 1604DR-MS-DOI-03, which I have separately faxed to you, we need to deploy nine people from the NCH Resource List as noted below. Also included in the fax is a SOW for the various assignments and two Action Requests that amend the MA extending it to 2/28/06 and increasing the cost estimate. Under this assignment, [Bureau Name] will provide individuals to assist in National Historic Preservation Act section 106 compliance related to historic properties and archeological sites. Please deploy these individuals, add their names to ROSS, fax them the Mission Assignment, Action Requests, and SOW, and let me know when the deployment is completed.

The general nature of the assignments, the individuals assigned, and their assignment dates are listed below. For one employee (Name) who is continuing from December to January, there will be a break for the holidays with the employee traveling home on the afternoon of 12/22 and traveling back to the assignment on 1/3.

Except for [Name], who will work in the JFO city name, all will report to the JFO and spend two days in city name for orientation then drive to city name where they will remain for the duration of their assignments. All should include rental cars and actual expense lodging costs on their Travel Authorizations (TA). Their home offices will prepare their TAs. They will use account number #####-XX##-### for their travel and overtime. Their home offices will cover Base 8, except for [Names] who will have the Base 8 paid from #####-XX##-### because they are currently in furlough status. All have already received these instructions. I've also provided them with copies of the timesheets to use and related instructions.

Architectural Historian

To work with SHPOs to review private and public historic properties, provide advice only on private properties, complete section 106 determinations, and assist public property owners to obtain further FEMA assistance.

[Name] Historical Architect, Bureau, 12/12-22, 1/3--2/3 (Travel 12/12, 12/22, 1/3, 2/3)

[Name] Historical Architect, Bureau, 1/23-3/3 (Travel 12/23, 3/3)

### Archeologist

To provide archeological review, in accordance with section 106 of the National Historic Preservation Act, prior to approval of Federal undertakings, such as debris removal, demolitions, and installation of temporary facilities. Group will work as a rapid response team under the direction of an Army Corps of Engineers archeologist project manager.

[Name] Archeologist, Bureau, 12/12-22, 1/3-31, with possible extension through 2/28 (Travel 12/12, 12/22, 1/3, 1/31)

[Name] Archeologist, Bureau, 12/12-22 (Travel 12/12, 12/22)

### Historic Preservation Generalist

To assist FEMA staff in JFO in section 106 work, including project review and coordination, administration, and public assistance programs for historic preservation.

[Name] Historical Architect, Bureau, 1/3-31, (Travel 1/3, 1/31)

### NCH Coordinator

To coordinate ESF #11 NCH activities.

[Name] Superintendent, Bureau, 12/5-2/28/06 (Travel 12/4 and 3/1)

When reporting to the JFO, the employees should be sure to bring their Government ID. They should report to:

[FEMA POC Name]

Environmental Section

State Joint Field Office, city

Street Address

City, State, zipcode

General telephone

Fax ###-###-####

Contact number for [FEMA POC Name]: ###-###-#### (cell) ###-###-####

They should arrive as early as possible on the travel day in order to allow time to check in at the JFO and arrange for housing, if they have not already arranged it, and office equipment that they will need. The JFO is open 24 hours. The individuals have all received information on suggested lodging arrangements. They should use MapQuest to get driving instructions from the airport to their hotel and to the JFO.

The JFO will provide laptops for all employees, although some may prefer to bring their own. The archeologists should bring their basic field pack with standard equipment such as trowel, tape measure, level, etc. The JFO will provide GPS, graph paper, and other required equipment for field work.

Let me know if you have any questions.

We are most grateful for the continuing support that you and your staff provide.

Signed

Name  
National Cultural Resources Coordinator  
ESF #11 (NCH)  
Bureau  
1849 C Street, NW  
Washington, DC 20240-0001  
202-###-####  
Fax: 202-###-####

## Packing Checklist

**Toiletries**

- Alcohol-based hand sanitizer
- Toilet paper
- Sunblock (SPF 15 or higher) - if appropriate
- Insect repellent containing DEET - if appropriate
- Common medical items (aspirin, first aid items, etc.)
- Prescription medication
- Extra pair of prescription glasses, copy of prescription, and eyeglasses repair kit
- Contact lenses, lens cleaner, and eye glasses protective case
- Toothbrush, toothpaste, and dental floss
- Skin moisturizer, soap, and shampoo
- Lip balm
- Razor, extra blades\*
- Scissors, nail clippers, and tweezers\*
- Q-tips, cotton swabs
- Feminine hygiene products

## Clothing

- A 1-week supply of comfortable clothing to match the weather conditions
- Long pants
- Long- and short-sleeved shirts, sweaters (as appropriate)
- Hat
- Boots or sturdy shoes
- Shower shoes
- Jacket and rain (or snow) gear
- Towel (highly absorbent, travel towels if possible)
- Gloves (leather gloves if physical labor will be performed; rubber gloves if handling contaminants)

## Activities of Daily Living

- Sunglasses

- Waterproof watch
- Flashlight and spare batteries
- Security/money belt
  
- Waterproof ziplock plastic bag, for receipts and other important documents
- Cash (Power is needed to make credit card payments.)
- Cell phone (with charger) and list of phone numbers/addresses
- Ziplock bags
- Three Meals Ready to Eat (MREs) or other nonperishable meals (ask if needed)
- Portable water purifier
- Sleeping bag and pad if you have room (ask if needed)
- Item(s) of comfort (e.g., family photo, spiritual material)

## Time and Report Instructions

Instructions for Use of Emergency Firefighter Time Report  
as Adapted by NPS for Use in 2005 Hurricane Response

1. Complete items 2, 10-19; Cols A-D #1 enter Name of Event, JFO and location if different from the JFO (e.g., Wilma-JFO Orlando, FL or Katrina, JFO Jackson, Biloxi, MS). If your location changes, modify the entry to match. You might want to do this much on one form and then make copies for your use in entering hours.
2. As the example shows, start in Col. A and keep a running record of the date and hours worked, showing meal breaks. When Col. A is full, enter a total and go to Col. B, etc. When the sheet is full, start another sheet. On a schedule that you work out locally, have the local FEMA-designated timekeeper or manager sign and date each column in items 12 and 13. Sign each sheet yourself in item #25. On the date for reporting your time to your home timekeeper, send the completed and signed sheets to that individual. As shown in the example, if you are working on a holiday, put an H by the hours entry in column "f." If you are on travel (between your normal duty station and the JFO) put a T by the hours entry in column "f."

When completed, it should be signed by the local timekeeper or FEMA manager, and the local person should keep a copy; you should send a copy to your home timekeeper; and you should keep a copy.

You should charge your Base 8 salary to your regular park account,\* but charge the overtime and travel to a NPS reimbursable account (2460-ES11-454). There will later be a "billing" to FEMA so that NPS can get reimbursed for the OT, travel and any other charges that FEMA is covering.

---

\* unless you have been told that you are in a special status and your Base 8 will be reimbursed by FEMA.



EXAMPLE

<b>EMERGENCY FIREFIGHTER TIME REPORT</b>												1. Identification Number <b>F 8507952</b>							
2. Social Security Number			3. Initial Employment (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No			4. Type of Employment (X one) <input type="checkbox"/> Casual <input type="checkbox"/> Regular Gov't. Employee <input type="checkbox"/> Other													
5. Transferred From			6. Hired At			7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Quit			8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No			9. Entitled to Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No							
ZIP CODE MUST BE ENTERED BELOW												IN CASE OF ACCIDENT NOTIFY							
10. Name (First, Middle, Last)						15. Name													
11. Street Address						16. Street Address													
12. City			13. State		14. Zip Code		17. City			18. State		19. Telephone No. (Include Area Code)							
<b>20. FIRE LOCATION IDENTIFICATION</b>																			
Column A				Column B				Column C				Column D							
1. Fire Name				1. Fire Name				1. Fire Name				1. Fire Name							
2. Fire No.		3. Unit Code		2. Fire No.		3. Unit Code		2. Fire No.		3. Unit Code		2. Fire No.		3. Unit Code					
4. Fire Location		5. State		4. Fire Location		5. State		4. Fire Location		5. State		4. Fire Location		5. State					
6. Firefighter Classification				6. Firefighter Classification				6. Firefighter Classification				6. Firefighter Classification							
7. Rate				7. Rate				7. Rate				7. Rate							
8. Date and Time a. Year				8. Date and Time a. Year				8. Date and Time a. Year				8. Date and Time a. Year							
Mo. b.	Day c.	Start d.	Stop e.	Hours f.	Mo. b.	Day c.	Start d.	Stop e.	Hours f.	Mo. b.	Day c.	Start d.	Stop e.	Hours f.	Mo. b.	Day c.	Start d.	Stop e.	Hours f.
9	19	0800	1200	4.0 <sup>H</sup>															
9	19	1230	1730	5.0 <sup>T</sup>															
9. Total Hours → 9				9. Total Hours →				9. Total Hours →				9. Total Hours →							
10. Gross Amount (item 7 x item 9) →				10. Gross Amount (item 7 x item 9) →				10. Gross Amount (item 7 x item 9) →				10. Gross Amount (item 7 x item 9) →							
11. Inclusive Dates →				11. Inclusive Dates →				11. Inclusive Dates →				11. Inclusive Dates →							
12. Time Officer's Signature				12. Time Officer's Signature				12. Time Officer's Signature				12. Time Officer's Signature							
13. Date Signed				13. Date Signed				13. Date Signed				13. Date Signed							
<b>21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.</b>																			
A. Comm. BO 2600      B. Rate      C. Miles/Hours      D. Accounting Classification      E. Object Class      F. Amount																			
(a) (b) (c) (a) (b) (c)																			
Gross Salary or Equip. Rental																			
Total →																			
23. Remarks <b>BASE 8 COVERED</b> <i>account #</i>																			
NOTE: The above items are correct and proper for payment from available appropriations.																			
24. ADO Check Number and Stamp																			
25. Employee (Signature)							26. Time Officer (Signature)												

\*Equipment rentals must be supported with OF-294 and OF-297.

NSN 7540-01-124-7833

OPTIONAL FORM 288 (Rev. 3/83)  
USDA/USDI  
50288-102

ORIGINAL-PAYROLL COPY

### Example NCH Position Descriptions

The following are example position descriptions and do not represent an all-inclusive list of positions that might be needed under the NCH part of ESF #11. Employees in the series listed generally have the skills required for the specific NCH positions; however, individuals in other classifications may be qualified for these positions based on previous experience.

**Position:** ESF-11 NCH Coordinator

**Grade:** 11-14

**Series:** 0010 (0170 History, 0193 Archeology), 0400 (all), 0800 (0807 Landscape Architecture, 0808 Architecture, 0819 Environmental Engineer), 1000 (1010 Exhibits Specialist, 1001 Conservator, 1015 Curator, 1016 Museum Specialist, 1300 (1301 general Physical Science, 1315 Hydrology, 1350 Geology, 1360 Oceanography), 1400 (1410 Librarian, 1420 Archivist) and miscellaneous 0000 (0020 Community Planner, 0023 Outdoor Recreation Planner, 0025 Park Ranger, 0028 Environmental Protection specialist).

- Coordinates administration of the MA for all deployed individuals, including answering logistical questions for the deployed personnel.
- Ensures financial and property accountability for ESF #11 NCH activities, consistent with departmental and Bureau/Agency procedures and guidelines, including monitoring expenditures to ensure the mission assignment dollar limitation is not exceeded and submitting to the NCH Coordinating Agency and National NCH Coordinator a “burn report” on expenditures relative to the authorized ceiling on the MA (weekly).
- Collects input from deployed personnel and develops daily and other reports on activities, operational priorities, status of the assets of the NCH part of ESF #11, and issues of note for the ESF #11 Coordinator, the National NCH Coordinator, the National Cultural Resource Coordinator and National Natural Resource Coordinator, and others, as required.
- Participates in NRCC, RRCC, or JFO meetings and ensures timely communication of relevant information from those meetings to appropriate personnel.
- Coordinates with other ESF liaisons involved in common missions.
- Resolves issues that arise at lower levels (e.g., the RRCC would try to resolve issues from the JFO) or within that level and ensures issues that cannot be resolved at that level are referred to the National Coordinator.
- Serves as the ESF #11 representative at the RRCC or JFO when required or when NCH is the only part of ESF #11 with personnel deployed to the coordination center. When serving as the ESF #11 representative, carries out the duties of that position as outlined in the ESF #11 SOP.
- Maintains a daily shift log of events at each coordination center where there is a representative of the NCH part of ESF #11.
- Establishes and maintains official files and records of pertinent correspondence, reports, and other information generated.
- Manages Mission Assignments (MA) and coordinates tasks with support agencies, as well as appropriate State and tribal agencies, including ensuring that the MA is completed and approved and that tasking instructions are understood.
- Plans for short-term and long-term incident management operations, as needed.
- Works with appropriate private sector organizations to maximize use of all available resources.

- Executes or ensures support agencies execute contracts and procure goods and services.
- Prepares and submits bills to FEMA, consistent with the Financial Management Support Annex to the National Response Framework.
- Participates in development of after-action reports as required by FEMA, USDA, and/or DOI.

**Position:** Historic Preservation Specialist

**Grade:** 11-13

**Series:** 170 History (primary), 0193 Archeology, 0808 Architecture, 1010 Exhibits Specialist.

May be required to perform the following duties:

- Provides technical assistance to FEMA’s disaster programs to fulfill FEMA’s legal responsibilities under various historic preservation laws, Executive Orders and regulations, [including sections 106 and 110 of the National Historic Preservation Act (NHPA)]. Under the direction of the FEMA Regional Environmental Officer, Environmental Liaison Officer (ELO), or appropriate team leader, assists program staff in integrating historic preservation considerations into the development and review of projects proposed for FEMA funding. Specifically:
  - Identifies project-specific historic preservation concerns that the ELO may need to address with senior JFO management.
  - Recommends and implements streamlining measures for historic preservation compliance activities, in coordination with appropriate JFO and regional staff and Federal, Tribal and State Historic Preservation resource agencies, as required.
  - Provides technical assistance to JFO program managers and other personnel, Tribal/State and local officials regarding FEMA’s Historic Preservation compliance responsibilities, and may serve as a “technical expert” in the JFO for specific historic preservation laws or Executive Orders.
  - Assists the ELO in identifying the need for additional Historic Preservation expertise in a disaster operation.
  - Develops and/or delivers Historic Preservation training or presentations, for JFO personnel, Tribal/State emergency management personnel and applicants, as needed.
  - Conducts historic preservation reviews and prepares required documentation, and submits recommendations to ELO for approval.
  - Works as part of Task Force Teams or Program Units in the JFO, as assigned, to provide historic preservation technical direction and review capability.

Section 106 Consultation

- Performs expedited consultation with ACHP and other for FEMA funded emergency actions.
- Identifies and coordinates with relevant local, regional and national historic preservation stakeholders that may express interest or concern regarding FEMA funded undertakings that have the potential to adversely affect historic properties.
- Develops protocols with FEMA and other to reduce, avoid, or treat potential adverse effects to national Historic Landmarks.
- Develops treatment measures for agreement documents such as Programmatic Agreements and Memorandums of Agreement, to address potential adverse effects as a result of specific FEMA funded undertakings.

Data Management

- Assists FEMA in identification and evaluation of potential historic properties following the National Register of Historic Places criteria, including field inspection of historic properties.
- Works with the State Historic Preservation Officer to reach consensus on eligibility of properties for inclusion in the National Register, determinations of effect, and treatment measures for historic properties affected by FEMA-funded undertakings.
- Keeps clear records of NHPA section 106 consultation with FEMA program staff, SHPO staff, applicants, and other interested parties.
- Provides technical support in efforts to comply with historic preservation requirements under sections 106 and 110 of the National Historic Preservation Act (NHPA).

Tribal Consultation

- Serves as FEMA coordinator and tribal point of contact for consultation with federally recognized tribes regarding compliance with the National Historic Preservation Act (NHPA) and other.
- Assists in identifying and evaluating the National Register eligibility of historic properties, and developing treatment measures for certain types of anticipated adverse effects.
- Consults with Native American tribes located in the affected region.

**Position:** Historic Building Technology Specialist**Grade:** 11-13**Series:** 0808 Architecture, 1010 Exhibits Specialist.**Position:** Archeologist**Grade:** 11-13**Series:** 0193**Position:** Collections Management Specialist**Grade:** 11-13**Series:** 1001 Conservator, 1015 Curator, 1016 Museum Specialist.**Position:** Architectural Historian**Grade:** 11-13**Series:** 170 History.**Position:** Biologist/ Wildlife Biologist/Threatened and Endangered Species Specialist**Grade:** 9-13**Series:** 0400 Biological Sciences

- Supports FEMA-funded response actions through facilitation of Endangered Species Act section-7 consultation and other wildlife authorities to ensure that FEMA-funded projects are in compliance with Federal laws.
- Conducts site visits to determine the presence of T&E species and habitats
- Formulates recommendations to avoid or minimize effects on T&E species
- Conducts biological monitoring and/or surveys at pre-determined sites, as needed
- Provides training

**Position:** Wetlands Specialist**Grade:** 11-13**Series:** 0400 Biological Sciences – Botanical Sciences

- Conducts site assessments to confirm the presence/absence of wetlands

- Delineates boundaries as needed and recommend site plan modifications or mitigation requirements as needed

**Position:** Fisheries Specialist  
**Series:** 0482

**Grade:** 11-13

**Position:** Ecologist  
**Series:** 0408

**Grade:** 11-13

- Develops management actions to minimize ecosystems impacts
- Provides training

**Position:** Geologist  
**Series:** 1350

**Grade:** 11-13

**Position:** NEPA Generalist/Specialist  
**Series:** 0028

**Grade:** 11-13

- Provides technical assistance to FEMA's disasters programs to fulfill its legal responsibilities under various environmental and historic preservation laws, Executive Orders, and regulations.
- Assists program staff in integrating environmental considerations into the development and review of projects proposed for FEMA funding.
- Recommends and implements streamlining measures for Environmental/historic preservation (EHP) compliance activities in coordination with appropriate parties.
- Conducts environmental reviews, prepares required documentation, and submits recommendations for approval.
- Works as part of task force teams to provide EHP technical direction and review capability.
- Provides training on NEPA

FEMA Environmental Specialist:

- Collect data on environmental resources and/or issues related to potential impacts.
  - Consult with Region and program staff to collect information about potential impacts.
  - Meet environmental review needs by collecting relevant, applicable, and accurate data from pertinent sources.
- Analyze data.
  - Synthesize information to assist in the development or updating of environmental compliance strategies.
  - Conduct a thorough analysis of the relevant environmental information in order to develop appropriate recommendations and determinations in accordance with environmental laws, Executive Orders, regulations, agreements, and procedures.
- Disseminate information to internal and external stakeholders.
- Provide technical assistance
  - Advise program staff and Environmental/Historic Preservation Advisor/Team Leader of potential noncompliance.
- Prepare programmatic, disaster wide, or project-specific procedures and agreements to facilitate compliance.

- Identify those documents and agreements that could facilitate compliance (e.g., Programmatic Categorical Exclusions (CATEXs), Environmental Assessments, Biological Assessments).
- Draft documents to facilitate compliance.
- Conduct environmental reviews.
  - Determine the scope and level of review necessary.
  - Consult with other agencies/organizations regarding regulatory requirements.
  - Conduct site visits, when required.
  - Help program staff and applicants identify measures that will avoid, minimize, restore, or compensate for adverse impacts.
- Manage documentation.
- Identify and coordinate EHP training needs. (When assigned as a specialty area.)
- Conduct EHP training. (When assigned as a specialty area.)

#### FEMA Historic Preservation Specialist:

- Collect data about historic properties and/or issues related to potential impacts.
  - Exchange information on potential impacts with State Historic Preservation Officer (SHPO)/Tribal Historic Preservation Officer (THPO), State emergency management staff, or tribal government personnel.
  - Collect relevant, applicable, and accurate data from pertinent sources to meet historic preservation review needs.
- Analyze data.
  - Synthesize information to assist in the development or updating of historic preservation compliance strategies and to develop appropriate recommendations and determinations in accordance with historic preservation laws, regulations, and agreements.
- Disseminate information to internal and external stakeholders.
- Provide information on historic preservation issues, review process, and requirements for FEMA-funded projects/actions, to program staff, grantees, and sub-grantees when needed.
  - Provide technical assistance.
  - Serve as a technical expert and resource for historic preservation issues.
  - Research technical issues and best practices to answer specific questions, provide recommendations, or solve problems.
  - Interpret historic preservation laws, regulations, and policy, and consult legal counsel when appropriate.
  - Advise program staff and Environmental/Historic Preservation Advisor/Team Leader of potential noncompliance.
  - Identify when additional historic preservation expertise is required in a disaster operation.
- Prepare programmatic, disaster-wide, or project-specific procedures and agreements to facilitate compliance.
  - Identify documents and agreements to facilitate historic preservation compliance.
  - Draft agreements to facilitate compliance.

- Help the Environmental/Historic Preservation Advisor/Team Leader in negotiating and executing agreements.
  - Prepare agreements that follow nationwide templates, are legally sufficient, and assure the successful completion of the Section 106 compliance process.
- Conduct historic preservation reviews.
  - Determine the scope of review necessary.
  - Identify consulting parties and required public involvement.
- Manage documentation.
- Identify and coordinate EHP training needs. (When assigned as a specialty area.)
- Conduct EHP training. (When assigned as a specialty area.)

Resource Availability Information  
For NCH Resource List

Bureau name	
Bureau unit name	
Location (City/Town)	
Location (State postal code)	
Skills: List all specialized skills and years of experience	
List geographic regions where you've applied the specialized skills and years of experience in each region	
Name of volunteer employee	
Telephone (office)	
Telephone (home)	
Telephone (cell)	
Fax	
e-mail	
Mailing address	
FedEx address (if different)	
Your current job title	
Your current job series, grade, step	
Your current employment status	Highlight or underline one: full-time, part-time, annuitant eligible for re-hire, furloughed, other (specify)
Available start date	
Available until (end date)	
Supervisor's approval (yes/no)	
Supervisor's name	
Supervisor's e-mail	
Supervisor's telephone (office)	
Date	

Email for transmittal of volunteer lists

To: [NPS\\_EICC@nps.gov](mailto:NPS_EICC@nps.gov)

Subject: Volunteers for ESF #11, protection of natural and cultural resources and historic properties (NCH)

Attached is the list of volunteers for ESF #11/NCH from the [insert Bureau or Agency name]. In accordance with the ESF 11/NCH Standard Operating Procedures, please add these names to the ESF #11 NCH Resource List. This list of names is valid until [insert date] and should be removed from the ESF #11 NCH Resource List at that time.

Thank you very much for your support to ESF #11/NCH.

Subject: Volunteers for ESF #11, protection of natural and cultural resources and historic properties (NCH)

Attached is the list of volunteers for ESF #11/NCH from the [insert Bureau or Agency name]. In accordance with the ESF 11/NCH Standard Operating Procedures, please add these names to the ESF #11 NCH Resource List. This list of names is valid until [insert date] and should be removed from the ESF #11 NCH Resource List at that time.

Thank you very much for your support to ESF #11/NCH.

ESF MA Subtasking Request Form

**ESF MISSION ASSIGNMENT SUBTASKING REQUEST**

**FEMA-Assigned MA Number:**

**ESF Primary Agency:**

**Subtasking Agency:**

**State:**

**Disaster No.:**

**Tasking Statement/Statement of Work**

**Project Completion Date:**

**Authorized Funding:**

**Reimbursement Procedure:** Upon completion of scope of work, the subtasking Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

(ESF Primary Agency)

(Address)

The ESF primary agency will:

- (1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
- (2) Return approved reimbursement requests to subtasking agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
- (3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasking agency for non-IPAC agencies.

**Statutory Authority:**

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

**Authorizing Officials:**

*The work described in the above tasking statement will be completed in support of the Federal Response Plan.*

Authorizing Official, Subtasking Agency

Date

Authorizing Official, ESF Primary Agency

Date

**Following signatures please provide information copy to FEMA MAC and Project Officer.**



## Sample Activity Report

**REPORT OF ACTIVITIES AND ACCOMPLISHMENTS****ESF-11/NCH, Sacramento, California FEMA JFO****Week of: May 15-19, 2006****POC: John Doe (xxx) xxx-xxxx  
email address**

- Two USFWS staff and one National Marine Fisheries Service (NMFS) staff at FEMA JFO this past week: John Doe (full-time) worked Monday thru Friday. Jane Roe (on-call) worked Tuesday and Friday. Mary Bow (on-call) worked part of Tuesday and all day Wednesday.
- John Doe.:
  - Submitted Final Draft FEMA Programmatic Biological Assessment (PBA) on Monday to FEMA, SFWO, and CNO for review and comment.
  - Drafted “not likely to adversely affect” (NLAA) concurrence letter (Tue/Wed.).
  - FEMA’s common drive (X:) was lost mid-week. Restored USFWS files from backup CD, had to re-draft NLAA concurrence letter since it was not on backup CD (Wed.).
  - Assisted NMFS staff with in-processing (logistics, admin) to JFO (Wed.)
  - Started drafting programmatic biological opinion (Thu./Fri.).
- Jane Roe: Assisted NMFS staff with in-processing to JFO (admin) (Tue). Reviewed USFWS “on-hold” projects in NEMIS database and recommended ESA determinations for several of them in order to expedite clearing of projects once programmatic BA and consultation documents are signed (133 projects reviewed to date (Tue./Fri)).
- Mary Bow.: In-processed to JFO, reviewed current PBA and NMFS’s previous 1997 PBA and NLAA concurrence letter. Reviewed projects in NEMIS database.

**Projected Activities for this week**

- John Doe.:
  - Continue to draft programmatic biological opinion (Mon. thru Fri.)
  - Meeting with CNO and SFWO to brief on programmatic BA and programmatic NLAA concurrence letter (Wed., May 24).
- Jane Roe.: Planning to be at JFO Friday, May 26 (possibly Sat., May 27<sup>th</sup>). Will continue to review USFWS “on-hold” projects and recommend ESA determinations.
- Mary Bow.: Planning to be at JFO Wed., Thur., and ½ day Fri. Will begin to establish process for review and approval of projects pending NMFS review in NEMIS database.



1603/ (Disaster Number)  
**Mission Assignment  
Progress Report**

Date: 2-9-2006

Mission Assignment Number: 1603DR-LA-DOI-01  
Submitted Weekly/ Bi-Weekly/ Monthly: Weekly  
(Select One)

Submitted By:

<b>Last Name</b>	<b>First Name</b>	
Judy	Matthew	
<b>Agency Name</b>	<b>Your Title</b>	<b>Work Phone</b>
USDA, NRCS	Ecologist	817 509-3291
<b>E-mail</b>		<b>FAX Number</b>
Matthew.judy@ftw.usda.gov		817 509-3337

What tasks were completed during this report period? In which states were these tasks completed? List taskers if issued and include estimated or actual costs.

**Historic preservation activities, LA**

What is the estimated total cost to date? \$22,805.00

Is additional funding needed through FEMA to complete the work? **No**

Justification:

Is additional time needed to complete the work? **No**

Justification:

**Mission is ongoing through 2-28-2006**

Enter the date of your agencies last bill to FEMA for this MA: N/A

Have you collected bills or receipts from local vendors, local governments or Federal agencies for work related to the mission assignment? **No**

Additional Comments:

Instructions: Submit the progress reports to FEMA Operations by COB Thursdays to the JFO X-drive:  
X:\Operations\MA Progress Report

If you have any questions call: JFO Operations, 225-242-6298

National NCH Coordinator Designation

Pursuant to these Standard Operating Procedures, the Director of the Office of Environmental Policy and Compliance designates as the National NCH Coordinator:

Jan Thorman, Natural Resources Trust and Response Team

This appointment is current until withdrawn and is not incident-specific.

## Training

FEMA requires personnel working at the JFO and RRCC to have the following training:

- IS 100 (Introduction to Incident Command),
- IS 200 (ICS for Single Resources and Initial Action Incidents),
- IS 700 (National Incident Management System, An Introduction), and
- IS 800 (National Response Framework, An Introduction)

Personnel assisting or serving as FEMA EHP specialists should also have the following training:

- IS 253 (Coordinating Environmental and Historic Preservation Compliance)

These independent study courses are available online at  
<http://www.training.fema.gov/emiweb/IS/crslist.asp>