

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
**URBAN SEARCH RESCUE RESPONSE SYSTEM
SELF EVALUATION**

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PART I

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2008 US&R READINESS SELF-EVALUATION

The 2008 US&R Readiness Program consists of the following four phases:

Phase I - Task Force Self-Evaluation - format is include in this package and to be refunded to FEMA/US&R Program Office not late than June 30, 2008.

Phase II - Operational Readiness Evaluations - ten (10) Task Force evaluations by FEMA/US&R Program Office/Peer personnel are currently planned in 2008. Task forces scheduled for Operational Readiness Evaluations after June 2008 will be evaluated using these 2008 Readiness Criteria.

Phase III - Full Scale Multi-Task Force Exercises - not planned for implementation in 2008.

Phase IV - Continuous Task Force Readiness Reporting - task forces will input a self-assessment (with username and password) on a monthly basis to the Homeland Security Information Network (HSIN) through the link: <https://government.hsin.gov> (HSIN helpdesk: 866-430-0161). Access the US&R Information and Readiness Community of Interest/Readiness Assessment Tools/Task Forces (currently under construction).

Note: The method of readiness scoring described in this document will be used for each of the above phases. It will enable FEMA to consistently and continuously gauge a task force's development and readiness, and determine task forces immediately ready for deployment. In addition it will provide feedback on task force strengths and weaknesses.

US&R READINESS AREA

Three areas of readiness will be evaluated:

Operational Readiness - availability of a complement of rostered, trained, deployable, exercised members and canine search specialist teams.

Logistic Readiness - availability of equipment caches and other logistic resources to support immediate deployment.

Management Readiness - in-place resources, plans, agreements, processes, and procedures to support deployments, and meet requirements of the US&R's Preparedness Cooperative Agreements and other audit requirements.

Each area of readiness contains a number of factors to be evaluated and scored the optimum score, a maximum of 100. The following factors and weights will be used:

OPERATIONAL READINESS

1. Complement of Rostered TF Members	max score: 15
2. Complement of Trained TF Members	max score: 15
3. Complement of Deployable TF Members	max score: 30
4. Complement of TF Member Participants in annual training and exercises	max score: 30
5. <u>Complement of Deployable Canine Search Specialist Teams</u>	max score: 10
Total Operational Readiness	max score: 100

LOGISTICS READINESS

1. Complement of cache equipment items	max score: 50
2. Transportation Resources	max score: 15
3. Equipment Cache Training and Exercises	max score: 15
4. Cache Management inventory system	max score: 10
5. Warehouse Resources	max score: 10
Total Logistics Readiness	max score: 100

MANAGEMENT READINESS

1. Complement of Administrative staffing/resources	max score: 20
2. Cooperative Agreement reporting	max score: 20
3. Cooperative Agreement Plans and Memoranda of Agreement	max score: 20
4. Financial and Accounting Processes and Records	max score: 20
5. Sponsoring Agency Support Functions	max score: 20
Total Management Readiness	max score: 100

GENERAL SCORING METHODOLOGY

General and specific evaluation factors will be used for scoring. Six factors will use a specific scoring matrix methodology described with each factor. Nine factors will use a general scoring methodology with a range from -0 to 10 points, considering the following criteria:

Number of Points	Requirement
10	All requirements met or exceeded; all support items/documentation in place
7-9	All requirements met; almost all support items/documentation in place
5-6	Most requirements met; most support items/documentation in place
3-4	Half of requirements met; half support items/documentation in place
2-1	A few requirements met; few support items/documentation in place
0	No requirements met; no support items/documentation in place

No scoring notations should be accomplished on this Self Evaluation. Instead a separate spreadsheet (US&R Form 18-005, Self Evaluation Score Sheet) with weighting factors has been provided for your task force to make the required point entries and calculate scores. In addition a separate document has been included for you to provide any comments on your scores or the survey itself, and answer training other readiness related questions.

OPERATIONAL READINESS CRITERIA

Operational Readiness is based on five scored factors below:

1. Complement of Rostered Task Force Members - maximum score of 15 - The number of rostered members in the task force database.

Program managers are expected to keep an up-to-date list of members in their task force who are:

- Rostered
- Trained
- Deployable

Rostered personnel include new TF trainees, as well as members previously trained or deployable, but no longer in that status. As a minimum a restored member must:

- Have been assigned in the task force for at least 60 days,
- Have completed (signed) all TF required administrative documentation requirements (MOU/MOA/Affiliated Members, etc. Federal Employment application (SF 171/OF 612), Employee data transmittal sheet, Appointment Affidavits).
- Have begun General and Administrative Training Requirements (Program Directive 2008-005, Pgs. 73-75), and completed the DHS/FEMA National US&R Response System Orientation course (General Requirement #3), and IS 100, 200, 700, and 800 on-line courses (General Requirement #2)
- Have been assigned to one of the 19 TF positions (Program Directive 2008-05)

The maximum staffing level for the task force consists of 210 rostered members, with up to 10% overage allowable for TF needs (e.g., attrition, IST members). Task forces should have a continuous process in place to insure that rosters are kept current, that the status of non-deployable members (e.g., inactive, administrative, medical, military leave) is continuously reviewed, and that members are removed from TF rosters when warranted.

The following **specific** point system will be used for this factor in identifying the number of rostered members in each task force:

Number of Points	Number of Rostered Members
10	180 - 210
9	170 - 179
8	160 - 169
7	150 - 159
6	140 - 149
5	135 - 139
0	Below 135

2. Complement of Trained Task Force Members - a maximum score of 15: - The number of rostered members in the task force who have completed the required training requirements contained in Position Descriptions (Program Directive 2008-005): **maximum score of 15.**

US&R Program Directive 2008-05 contains Position Descriptions including required training requirements for 19 specialty positions in a task force. A US&R Form 18-005, Self Evaluation Score Sheet, accompanies this self-evaluation and lists the nineteen (19) specialties, and the training and other requirements to be completed in these specialties. This score sheet should be used to determine the number of rostered members trained in the task force. In case of a conflict between the training requirements listed on the score sheet and the requirements in the Position Description, the requirements of the Position Description should be used.

Program Managers should ensure there is an efficient, standard filing system for TF member's training records. General and Position Specific functional training/certification records (completion certificates) should be in a central location for all task force members and canines. Appropriate records should be maintained for credentialed instructors and subject matter experts for all task force disciplines, with appropriate train-the-trainer records (completion certificates).

In addition task forces should continuously assess the readiness training of their members in terms of attendance at meetings (monthly, quarterly), completion of continuing education training including re-certifications.

The following **specific** point system will be used to score the number of qualified and trained members:

Number of Points	Number of Trained Members
10	180 - 210
9	170 - 179
8	155 - 169
7	140 - 154
6	135 - 139
0	Below 135

In addition, a half point may be added for each increment of 10 members who are qualified and cross-trained in a 2nd (or more) US&R specialty. However, this credit would not apply to members in a subordinate specialist position in the same family skill discipline (e.g., Rescue Team Managers also qualified as Rescue Specialists).

3. Complement of Deployable Task Force Members - maximum score of 30: The number of rostered members in the task force who have completed required training and are administratively deployable. The minimum TF staffing level is 140 deployable members.

A wide variety of records, databases, and documentation are required to support a Task Force on a daily basis. Task Force Program Managers are expected to track the status of rostered members to reflect which of its members are ready for deployment, as well as those members who are non-deployable. Not all members will be immediately ready to deploy due to administrative, medical, military leave or training reasons. IN addition, members who are otherwise deployable may temporarily be non-deployable due to short term situations such as sickness, pregnancy, injury, vacation, family reasons, or being out of the area due to business, or personal reasons.

The standard is for deployable task force members to be mobilized and at the point of departure in six (*6) hours for an air deployment, or four (4) hours for a ground deployment.

The minimum standard for deployable members in US&R task forces is two deep, in nineteen US&R TF positions, comprising a total of 140 members.

Members' medical exams/healthcare screening should be accomplished in accordance with the frequencies and policies established in Program Directive 2005-008. Medical record for all task force members should be located with the healthcare provider, or archived by the task forces and readily available. Medical/veterinary records should be maintained for all disaster search canines.

The following are the administrative requirements for a task force member to be deployable:

- Be a rostered task force member
- Have completed training and other requirements listed in the Position Description
- Have a current Clearance for Deployment as listed in Program Directive 2005-0089 in member's file and signed by a physician
- Have a current quantitative respiratory fit test on file in accordance with 29 CFR 1910.134
- Have updated (signed) all administrative documentation requirements (MOA, Affiliated Members Agreement, Forms OF-612, SF-171, Employee Data Transmittal Sheet, Appointment Affidavit, Standard Form 61)
- Have current inoculations in member's file, unless medically contradicted or documented refusal
- For medical members and structural engineers, have appropriate license and certification documents

The following specific point system will be used for this factor in identifying the number of members in each task force immediately ready for deployment:

Number of Points	Number of Deployable Members
10	180 - 210
9	170 - 179
8	155 - 169
7	140 - 154
6	135 - 139
0	Below 135

NOTE: Within a task force's total of deployable members, it is expected that there will be a minimum of **3** trained, deployable **Medical Team Managers (physicians)** and **3** trained deployable **Structure Specialists (engineers)**. If a task force does not have this minimum complement, the overall rating for this factor will be 0.

4. Complement of Task Force Member Participants in Annual Training and Exercises - maximum score of 30: The number of rostered members in the task force who have participated in and supported training drills/sessions, mobilization and deployment exercises conducted during the annual Cooperative Agreement Period of Performance.

Task forces are expected to conduct training and exercises to maintain readiness using a variety of techniques:

- Deployment Exercise - a dynamic exercise taking place over 24-36 hours, with members and canines deploying to a disaster location, away from the task force home. Typically such an exercise will be outdoors in various weather environments using collapsed structures, rubble piles, realistic training scenarios (problem injects), and props (e.g., communication systems). It will also involve use of the task force's equipment cache, transportation assets, involve search and rescue operations, and measure response times from activation until departure. It would normally involve setting up a Base of Operations. I could require use of a Type I task force in a collapsed-structure urban environment, or a Type III task force in a weather-related exercise. This exercise will frequently involve interaction with local, state and regional incident management authorities. Upon completion of the exercise an After Action/Corrective Action report is completed and sent to the US&R Program Office.
- Mobilization Exercise - a limited exercise, usually less than 24 hours, designed to evaluate a Task Force's ability to mobilize members and equipment rapidly and efficiently. This type of exercise normally takes place at the task force home location. It involves member call-out notification and check in processing (including medical fitness and completion of all required administrative documentation), and issuance of personal protective equipment to members. It normally involves limited cache assembly, packing loading, and exercise of the task force's convoy plan, as well as return to normal operations. Upon completion of the exercise, a hot-wash after action meeting involving TF leadership is conducted to identify needed corrective actions.
- Training Sessions/Drills - static, short-duration, component training (a few hours) conducted periodically (monthly, quarterly) in a classroom or outdoor facility for the purpose of providing initial required training, or continuing education requirements of skills review. Such training has limited objectives in terms of number of phases or functions exercised, use of equipment cache or training props, and interaction with members outside the Task Force.

The following **specific** point system will be used to count the number of rostered members participating in exercises and training conducted during the annual Cooperative Agreement period of performance. TF rostered members who **support** training and exercises may be counted in addition to members who complete training and exercises

Deployment Exercises - maximum score of 10:

Number of Points	Number of Deployment Exercises	Number of Rostered Task Force Members Exercised
10	1 or more	Above 90
9	1 or more	81-90
8	1 or more	71-80
7	1 or more	61-70
6	1 or more	51-60
5	1 or more	41-50
4	1 or more	31-40
0	1 or more	Below 30

Mobilization Exercises - maximum score of 10:

Number of Points	Number of Mobilization Exercises	Number of Rostered Task Force Members Exercised
10	1 or more	Above 100
9	1 or more	96-100
8	1 or more	91-95
7	1 or more	86-90
6	1 or more	81-85
5	1 or more	76-80
4	1 or more	71-75
0	1 or more	Below 70

Training Drills/Sessions Exercises - maximum score of 10:

Number of Points	Number of Training Drills/Sessions	Number of Rostered Task Force Members Exercised
10	1 or more	Above 180
9	1 or more	171-180
8	1 or more	170-179
7	1 or more	160-169
6	1 or more	150-159
5	1 or more	140-149
4	1 or more	130-139
0	1 or more	Below 130

NOTE: An actual deployment of TF members (e.g., for a hurricane or National Security Special Event) can be substituted for a Deployment Exercise, provided a critique, as well as after action reports and corrective action plans are submitted to the US&R Program Office. In addition, since a Deployment Exercise contains all the elements of a Mobilization Exercise, points for members completing or supporting a Deployment Exercise may also be credited for completing a Mobilization Exercise.

- 5. Complement of Deployable Canine Search Specialist Teams - maximum score of 10:** The number of canine search specialist teams that have successfully completed the FEMA Canine Search Specialist Certification Process (CSSCP). This includes successful completion of the Foundation Skills Assessment (FSA) and the Certification Evaluation (CE).

A Canine Search Specialist Team consists of a handler and a search dog. Deployable Canine Search Specialist Teams must have successfully completed the FEMA CSSCP as contained in Program Directive 2007-001. Canines must be medically certified by a veterinarian and have all deployment documentation (e.g., vaccination records) in order. A Canine Search Specialist Team must be assigned to, and available for use exclusively by the task force, and be immediately available for deployment. The maximum task force staffing level for canine search specialist teams consists of 12 teams (handlers and canines), with one (1) additional team allowable for TF needs (e.g., attrition).

In some cases, a deployable canine may have two deployable handlers; in other cases, a deployable handler may have two deployable canines. However, in either case, for scoring purposes, the number of deployable teams will be the lesser of total handlers or total canines. In addition, a half point may be added for each disaster search canine that has successfully passed a CE for certification. The following specific point system will be used in identifying the number of task force Canine Search Specialist Teams immediately ready for deployment:

Number of Points	Number of Deployable Canine Search Specialist Teams (handler and dog)
10	12-13
9	10-11
8	8-9
7	6-7
6	5
5	4
0	3 or less

Task forces should have a continuous process in place to ensure that rosters are kept current, that the status of non-deployable (e.g., inactive) Canine Search Specialist Teams is continuously reviewed, and that teams are removed from rosters when warranted.

LOGISTIC READINESS CRITERIA

Logistical Readiness is scored based on five specific factors below:

- 1. Complement of Cache Equipment Items - maximum score of 50:** A complete complement of cache equipment, ready for immediate deployment. US&R task forces have been combining items in their original cache with a new cache. The original cache is equipment acquired over the last 15 years by task forces using annual cooperative agreement funding. The new cache was purchased by DHS/FEMA and shipped to the task forces in stages during 2004-2006. Currently this new cache is missing certain elements that are in the original cache such as medical equipment, pharmaceutical supplies, water operation equipment, WMD equipment personal protective equipment, and miscellaneous other items (e.g., long-handled tools). In addition, some element of the old cache have become technologically obsolete (e.g., communications equipment). The intent in combining the two caches is to comprise one optimum cache with the best possible equipment for deployment.

The US&R Equipment List (included with Program Directive 2008-001) has approximately 2000 items, of which approximately 500 items are new. This list also contains the quantities required for Type I and Type III deployments. The list can be conceptually broken into two categories: major equipment items and other items. Major equipment items have a unit price of \$500 or more - generally large systems, kits or major equipment. Other items are defined as having a unit price less than \$500, and are normally less complex than major systems (e.g., accessories hand tools). There are approximately 200 major equipment items and approximately 1800 other items in the US&R Equipment Cache.

Cache list quantity levels (required for Type I deployments) will be compared to actual levels in a task force's cache to determine shortfalls. If an item is not physically in the cache (e.g., undergoing maintenance by a vendor), or not fully operational, it will be considered a shortfall.

The following specific point system will be used to score the percent of major equipment and other items that have the required minimum quantities in a Type I Equipment cache.

The following specific point system will be used to score the percent of major equipment and other items that have the required minimum quantities in a Type I Equipment cache:

Major Equipment - maximum score of 35 -

Number of Points	Major Equipment - Cache (% of 200 total items), see note.
10	100% of items
9	99% or more
8	97% or more
5	95% or more
0	Less than 95%

Other Equipment - maximum score of 15 -

Number of Points	Other Equipment - Cache (% of 1800 total items), see note.
10	99% of items
9	95% or more
8	97% or more
5	95% or more
0	Less than 95%

NOTE: Task Forces may have different interpretations about the number of items on the cache list (e.g., grayed items not authorized for purchase should be excluded from your calculation). Percentages should be based on the task force's best estimate of its cache's total items and shortfall.

2. Transportation Resources - maximum score of 15: A full complement of transportation resources continuously available for day to day operations, exercises, and deployments is a critical component of Logistic Readiness. FEMA provided funds for each task force to procure prime mover vehicles, command vehicles, trailers and ATV vehicles including hitches. In addition task forces were directed to have Qualcomm vehicle tracking systems installed on these vehicles. A standard fleet of convoy transportation vehicles and support vehicles for Type I and Type III deployments is contained in Program Directive 2007-025. In addition, an adequate transportation resource system would have the following characteristics:

- All vehicles maintained and insured in accordance with cooperative agreement procedures
- All vehicles housed in a safe, secure environment (preferably indoors)
- Qualcomm systems installed and operational
- Contracts in place to obtain needed supplementary transportation resources (e.g., buses) for a deployment
- Transportation plans and cache load plans developed for all possible deployment configurations (Type I or III using old or new cache)
- Sufficient trained CDL (Class A/B) drivers for Type I and III deployments

Scoring of this factor should use the **general** method methodology outlined on page 3, except that a score of 0 should be used if a task force does not have its full complement of "prime mover" and command vehicles.

3. Equipment Cache Training and Exercises - maximum score of 15: Cache equipment frequently employed in training and mobilization exercises:

- Cache load plans so assets can be accessed in anticipated sequence of use at the disaster site.
- Cache-load plans reflecting differing civilian/military aircraft configurations
- Efficient methods to move equipment from a warehouse to waiting vehicles
- Personal Protective Equipment (PPE) - PPE issued at time of deployment complements PPE previously issued to member
- Periodic inspections of OPPE issued to members. Proper uniforms standards/US&R patches
- Communication equipment - approval obtained for use of exercise radio frequencies
- Different types of exercises conducted to reflect different cache configurations and convoy standards for Type I and Type III task forces, as contained in Program Directive 2007-025
- Equipment used frequently in training, exercises, or local or state activation so that members are well qualified in its operation, and necessary maintenance/repair actions are well understood, and implemented.

- Equipment used frequently in training, exercises, or local or state activation so that members are well qualified in its operation, and necessary maintenance/repair actions are well understood, and implemented.
- Timing exercises involving equipment assembly, packaging and shipping with different configurations of caches continuously practiced and improved.
- Deployment data for prime mover vehicles, command vehicles, and equipment cache (weights, dimensions, number of pallets, hazardous material list) continuously updated for use on an air deployment, or over-the-road movements using contracted carriers
- Exercises practicing air transport deployments and ground transport deployments
- Exercises practicing procedures to rehabilitate the cache and return to the pre-incident state of readiness after completion of an exercise

Scoring of this item should be accomplished using the **general** methodology outline on page 3.

4. Cache Management Inventory System - maximum score of 10: A day-to-day efficient inventory system to manage the cache is an essential element in logistic readiness. Some of the characteristics of a system include:

- Ability to efficiently identify, receive, issue, store, kit, track, ship and dispose of items in the cache
- Ability to support maintenance (accomplished by the task force or a supplier), replacement (consumables), pre-certification (hazardous material), and upgrade of items (including those that are time sensitive)
- Ability to report usage and support periodic physical inventory accounting and reconciliation (including PPE)
- Ability to provide property tracking and recording (PTRs) using, for example, bar coding, and accurate cooperative agreement reporting
- Ability to use different color coding systems and bar-code labels to show different categories of cache equipment.
- Ability to control accessibility, and provide physical security for cache items
- Ability to manage hazardous material
- Ability to track the origin or source of an item, as well as funding source and ownership
- Ability to manage a current and complete medical/pharmaceutical cache (with veterinary pharmaceuticals) including a system to store, maintain and replenish as necessary
- Ability to maintain equipment under the Federal Excess Property Program
- Use of a robust, inventory management information technology system

Scoring of this item should use the **general** methodology outline on page 3.

5. Warehouse Resources - maximum score of 10: Having adequate warehouse and supporting resources contributes significantly to a task force's logistic readiness. Some of the features of an adequate warehouse include:

- Ability to store **all** items of **both** caches in one central warehouse
- Co-located warehouse facility near task force's members and training facilities
- Adequate parking
- Warehouse properly outfitted with loading docks, large truck access and storage, secure storage racks and material handling equipment
- Minor renovations and modifications to improve warehouse efficiency
- Proper safety, security, sanitary and environmental control
- Adequate space to conduct inventories, maintenance, office administration and mobilization, if applicable

Scoring of this item should use the **general** methodology outline on page 3.

MANAGEMENT READINESS CRITERIA

Management Readiness is scored based on five specific factors below:

1. Complement of Task Force Administrative Staffing and Resources - maximum score of 20: The FY 07-08 Cooperative Agreements require that there be sufficient staff for management and administration of US&R task force day-to-day activities to accomplish required supervisory, administrative, training, and logistical duties. Primary areas of concern include sufficient staffing to accomplish Program Management, Grants Management, administrative support, training coordination, instruction and support, logistics management and accountability. In addition, it is expected that the day-to-day staff will have adequate facilities, training (e.g., Grants Management training, MS Access, and Excel) and resources (e.g., supplies, office furniture and automation equipment) to achieve all the goals of the cooperative agreement.

Considering these requirement, scoring of this item should use the **general** methodology outline on page 3.

2. Complete Accurate Timely Cooperative Agreement Reports - maximum score of 20: The 2008 Cooperative Agreement requires a number of one time, recurring, and as required reports with due dates:

Recurring:

- Personnel database - annually on June 1st each year
- Cache Equipment database - annually on June 1st each year
- Federal excess property - annually on June 1st each year
- Deployment/Mobilization Exercise After Action Report - exceeding 36 hours - activity report within 90 days

- HHS Expenditure Report (PSC 272) - every quarter, 30 days after quarter - contains cash management status
- Semiannual Performance Report *(two parts: narrative and Excel Spreadsheet) - explaining accomplishments; issues; funds status for management and administration, equipment, training, maintenance and storage; spreadsheet provides budgets; expenditures for each annual cooperative agreement - Jan 31st and July 31st each year
- Monthly Readiness Assessment - monthly update of the Readiness Assessment Tool at <https://government.hsin.gov> when it is operational

One time - closeout reports due 90 days after completion of the performance period:

- Final performance report - consolidation of prior reports
- Equipment/Supply Inventories - reporting of items over \$5,000 value, and recommended disposition
- Final Financial Status report - FF 20-10, final performance narrative on use and disposition of equipment, and residual/excess funding - interest accrued.
- Final Payment and Unexpected funds - unliquidated obligations reported to FEMA to permit de-obligation of excess funds

Recurring (when required):

- Period of Performance updates - cooperative agreement time extensions submitted and approved by the Grants Assistance Officer
- Budget Reallocation updates - approved by the Grants Assistance Officer

A task force should review its record over the last 123 months (using the date this self-evaluation is completed) in submitting timely, complete, accurate reports, and rate itself using the general scoring methodology outline on page 3.

3. Cooperative Agreement Plans and Memoranda of Agreement - maximum score of 20:

To support a deployment, a task force must have in place a number of plans containing concepts of operation, as well as supporting agreements with a wide variety of activities and agencies (FEMA, state, local, participating, support and military). The following is a list of plans/agreements that should be current, concise, and continuously updated.

Strategic Plan: 3-5 years perspective, blending TF national and local objectives and milestones, considering US&R Program objectives and Sponsoring Agency requirements. NOTE: A FEMA USD&R draft Strategic Plan "A National Prepared for Search and Rescue in the Urban Environment" may be useful to the Task Force in writing this plan. The document should be relatively short (10-15 pages). The plan can include the following:

- A mission statement and vision on the future direction of the task force.
- Core sustaining values
- Past deployment history highlights
- Current capabilities - tiered response to a variety of incidents - earthquake, hurricane, terrorism
- Strategic Readiness Objectives including obtainable goals and realistic timetables
 - training/deployability standards, field exercises, readiness evaluations
 - cache equipment employment, maintenance, storage and accountability
 - member's health, safety, security, career development policies

Mobilization Plan: specific procedures for activating a task force for a deployment. The plan should be complete and current (updated/reviewed within the last 12 months), and should contain as a minimum, the following:

- 24-hour points of contact
- Team notification procedures for advisories, alerts, and activations
- Members call-out procedures and methodologies
- Task force canine health and authorization procedures
- Safety and security of cache while en route
- Point of Assembly - check-in process
- Personal Protective Equipment Issuance/Checkout to insure self-sufficiency for 72 hours
- Equipment cache assembly for ground or air deployment
- Scheduled events to be at Point of Departure in 4 or 6 hours, as applicable
- Convoy plan including appropriate vehicles, planned lodging, stops, maps, maintenance
- Point of Departure Plan with military/civilian airfield
- Deployment data for prime mover vehicles, command vehicles, and equipment cache (weights, dimensions, number of pallets, hazardous material list)
- Communication procedures with Incident Support Team (IST), and Sponsoring Agency
- Set-up procedures for Base of Operations
- Demobilization Plan and Return to Readiness procedures
- Post-mission medical screening for Task Force members and canines, including worker compensation claims
- After Action/Corrective Action Reporting requirements

Administrative Manual: describing a task force's day-to-day operations policies and procedures. The manual should contain the following items:

- Member recruitment, appointment, assignment and separation policies
- Member pay reimbursement policies with time and payroll reporting

- Travel policies and procedures
- Position Descriptions from Program Manager and Staff
- Organization Charts
- Issuance and Turn-in of Personal Clothing/Protective Equipment
- Workman's Compensation procedures
- TF Ethics' policies/Code of Conduct
- Administrative files to include FEMA/Sponsoring Agency reports, budgets, cooperative agreement applications, Program Directives, personnel files, Memoranda of Agreements
- TF Audit/Inspection policies and procedures
- Public Relations Activities
- Family support during deployments
- Responsibilities of TF members on FEMA Work Groups and Incident Support Team
- Process to request support from Sponsoring Agency functions
- Federal, state and local Equal Employment Opportunity policies

Annual Training and Equipment Plan: describing a task force's yearly planned training and equipment management events and schedules:

- A calendar of all significant TF, FEMA and local events
- Scheduled periodic training sessions and drills including topics, applicable US&R position functions, dates/times, duration, frequency
- Scheduled exercises
- Equipment deployment exercises
- Equipment maintenance schedules

Sponsoring Agency Memoranda of Agreement: with Participating Agencies and Affiliated Personnel *(civilian members in public, private, or non-profit sectors) covering member compensation, fringe benefits and legal liability issues.

Considering these requirements, scoring of this item should be accomplished using the **general** methodology outline on page 3.

4. Financial and Accounting Processes and Records - maximum score of 20:

In support of task force day-to-day operations and deployments, Sponsoring Agencies must have financial and accounting systems and written procedures to permit preparation of reports, as well as tracing expenditures to ensure those funds have been spent properly. The Sponsoring Agency's finance and accounting systems should provide the following:

- Expenditures comparable with budgeted amounts in cooperative agreement major categories, and transfers between accounts made in accordance with cooperative agreement terms Timely Cash Disbursement reports (Smartlink - PSC 272) showing transactions/accountability
- Reconciliation between Smartlink cash management reports and semiannual annual Cooperative Agreement performance report spreadsheets
- Accounting records identifying the sources and uses of funds including cooperative agreement awards, authorizations, obligations, unobligated balances, assets, liabilities, expenditures (outlays), and income
- Effective internal control and accountability for cash, property and other assets
- Sponsoring Agency charge card policy/issuance to support task force day-to-day operations and deployments to include: fleet cards for vehicle fuel/maintenance; travel cards for lodging & food in connection with a deployment; purchase cards for minor mission-related purchase of goods and services
- Procedures to minimize time elapsed between receipt of funds under the cooperative agreement and expenditure of funds by the task force
- OMB cost principles, agency regulations, and cooperative agreement requirements followed in determining the reasonableness, allowability and allocability of costs
- Source documents (cancelled checks, paid bills, payrolls, time and attendance records, purchase agreements and contracts) supporting accounting records
- Sponsoring agency records supporting timely submission of claims for reimbursement, following demobilization
- Systems readily auditable by Federal, Congressional, state and local audit agencies
- Periodic on-site audits by Sponsoring Agency's CPAs or licensed public accountants (Single Audit Program - OMB Circular A-133)

Considering the above requirements, this item should be scored using the **general** methodology outlined on page 3.

5. Sponsoring Agency Support Functions - maximum score of 20:

Sponsoring Agency support functions play a critical role in assisting task forces in achieving a high state of readiness, by providing the necessary members, as well as efficient systems and processes. The following support functions provide services as follows:

- Human Resources - processes to fill vacancies in a timely manner (i.e., member requisitions, job classification standards/grades/salary level, candidate registers); reimbursement policies for uniformed and civilian members including: portal-to-portal pay, fringe benefits, labor relations, and worker's compensation.
- Information Technology - timely support of task force computer requirements (i.e., repairs, system administration, upgrades, etc.), e-mail accounts, network operations, security, privacy, and redundancy system availability,

- Payroll - timely payment after submission of task force members' properly prepared time and attendance requirements (i.e., travel expense reports, advance travel requests)
- Travel - timely approval of travel authorizations, expense reports; efficient and equitable travel policy
- Accounts Payable - timely payment of supplier invoices for goods and services
- Purchasing - efficient procedures for Purchase Request processing including policies for:
 - low dollar single sources
 - thresholds for competitive procurement
 - sole source justification documentation
 - use of GSA Schedules
 - price below cache list cost cap/GSA unit price
 - efficient sign-off/approval policy
 - procedures in place to handle no-notice procurement situations *(e.g., task force activation - bus rental)
 - blanket purchase agreements in place with local suppliers for repetitive re-supply items (e.g., office copier maintenance, test equipment calibration, batteries, vehicle maintenance, pharmaceutical supplies)
 - automated system in place to monitor the status of outstanding Purchase Requisitions, Purchase Orders, and deliveries
- Facilities - adequate office facilities, resources, custodial support, maintenance
- Other Support Functions (e.g., Legal, Medical, Public Affairs)

Considering the above requirements, this item should be scored using the **general** methodology outline on page 3.

PART II

TASK FORCE SELF-EVALUATION WORKSHEET

Task Force:

Date Completed

TASK FORCE OPERATIONAL READINESS

- 1) Complement of Rostered Task Force Members:
- 2) Complement of Trained Task Force Members:
- 3) Complement of Deployable Task Force Members:
- 4) Complement of TF Member Participating in Annual Training/Exercises
 - 4a) Deployment Exercises:
 - 4b) Mobilization Exercises:
 - 4c) Training/Drills Sessions:
- 5) Complement of Deployable Canine Search Specialist Teams:

MEMBERS	POINTS	SCORE

Task Force Operational Readiness Total Score:

TASK FORCE LOGISTICAL READINESS

- 1) Complement of Cache Equipment Items:
 - 1a) Major equipment:
 - 1b) Major equipment:
- 2) Transportation Resources:
- 3) Equipment Cache Training and Exercises:
- 4) Cache Management Inventory System:
- 5) Warehouse Resources:

POINTS	SCORE

Task Force Logistical Readiness Total Score:

TASK FORCE MANAGEMENT READINESS

- 1) Complement of Cache Equipment Items:
- 2) Cooperative Agreement Reporting:
- 3) Cooperative Agreement Plans & Memoranda of Agreement:
- 4) Financial/Accounting Processes and Records:
- 5) Sponsoring Agency Support Functions:

POINTS	SCORE

Task Force Management Readiness Total Score:

Task Force Self-Evaluation Total Score:

Note for following data entry pages:

All grayed out items are new training requirements in the Position Descriptions and will not be scored on the 2008 Self-Evaluations or Operational Readiness Evaluations.

US&R Position Description Training Requirements

Task Force:

1) Canine Search Specialist (CSS) (4 pos. x 3 deep)	# rostered as CSS (12 max):		
1a) Meet all Administrative and General Training requirements:			
1b) Have current certification as a FEMA US&R Canine Search Specialist Team:			
1c) Complete the FEMA US&R Canine Search Specialist Course:			
1d) Complete the FEMA US&R GPS Awareness Level Course:			
1e) Complete the required Technical Rescue Skill Sets (TRSSs) as defined in Appendix A of the FEMA US&R Position Description (PD) Manual:			
	# of CSS trained (12 max):		
	# of CSS deployable (12 max):		

2) Communications Specialist (CS) (CSS) (2 pos. x 3 deep)	# rostered as CS (6 max):		
2a) Meet all Administrative and General Training requirements:			
2b) Have current certification as a FEMA US&R Canine Search Specialist Team:			
2c) Complete the FEMA US&R Canine Search Specialist Course:			
	# of CS trained (6 max):		
	# of CS deployable (6 max):		

3) Hazardous Materials Specialist (HMS) (8 pos. x 3 deep)	# rostered as HMS (24 max):		
3a) Meet all Administrative and General Training requirements:			
3b) Meet and maintain the requirements as a certified Hazardous Materials Technician as per OSHA Standard 29 CFR 1910.1209 "Hazardous Waste Operations and Emergency Response":			
3c) Meet and maintain the AHJ competencies in accordance with NFPA standard 472 "Standard for Professional Competence of Responders to Hazardous Materials Incidents to the level of Hazardous Materials Technician":			
3c) Complete the FEMA US&R WMD Considerations for the Hazardous Materials Specialist:			
3e) Complete the FEMA US&R GPS Awareness Level Course:			
3f) Complete all required TRSSs as defined in Appendix A of the FEMA US&R PD Manual:			
	# of HMS trained (24 max):		
	# of HMS deployable (24 max):		

4) Hazardous Materials Manager (HMM) (2 pos. x 3 deep)	# rostered as HMM (6 max):		
4a) Meet all Administrative and General Training requirements:			
4b) Meet all of the FEMA US&R Hazardous Materials Specialist PD "Required Training":			
4c) Complete ICS 300 in accordance with the National Standard Curriculum Training Development (NSCTD) Guidance:			
	# of HMM trained (6 max):		
	# of HMM deployable (6 max):		

US&R Position Description Training Requirements - continued

<p>5) Heavy Equipment Rigging Specialist (HERS) (2 pos. x 3 deep) # rostered as HERS (6 max):</p> <p>5a) Meet all Administrative and General Training requirements:</p> <p>5b) Complete the Heavy Equipment and Rigging Specialist Course:</p> <p>5c-1) Experienced in heavy construction field, such as heavy equipment operator, crane operator, iron worker, rigger, or other applicable field:</p> <p>OR 5c-2) A minimum of three years experience as a Rescue Specialist on a Task Force:</p>	<input style="width:100%; height: 100%;" type="text"/>	
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<p>6) Logistic Specialist (LS) (4 pos. x 3 deep) # rostered as LS (12 max):</p> <p>6a) Meet all Administrative and General Training Requirements:</p> <p>6b) Complete the FEMA US&R GPS Awareness Level Course:</p> <p>6c) Complete the FEMA US&R Logistics Specialist Course:</p> <p>6d) Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations - Air and Ground: IATA; Title 49 CFR; AFMAN 24-204:</p>	<input style="width:100%; height: 100%;" type="text"/>	
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<p>7) Logistics Team Manager (LTM) (2 pos. x 3 deep) # rostered as LTM (6 max):</p> <p>7a) Meet all Administrative and General Training requirements:</p> <p>7b) Meet all of the FEMA US&R Logistics Specialist PD "Required Training":</p> <p>7c) ICS 300 in accordance with the NSCTD Guidance:</p>	<input style="width:100%; height: 100%;" type="text"/>	
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<p>8) Medical Specialist (MS) (4 pos. x 3 deep) # rostered as MS (12 max):</p> <p>8a) Meet all Administrative and General Training requirements:</p> <p>8b) Be currently certified/licensed as an EMT-Paramedic, Physician Assistant, Registered Nurse-Practitioner, or Registered Nurse, and meet all the requirements of the AHJ:</p> <p>8c) Trained in TBLS, ACLS and PALS regimens (or equivalent):</p> <p>8d) Complete the FEMA US&R Medical Team Training Course:</p> <p>8e) Complete the FEMA US&R WMD Considerations for the Medical Team Training Course:</p> <p>8f) Complete the FEMA US&R GPS Awareness Level Course:</p> <p>8g) Complete all required TRSSs as defined in Appendix A of the FEMA US&R PD Manual:</p>	<input style="width:100%; height: 100%;" type="text"/>	
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US&R Position Description Training Requirements - continued

<p>9) Medical Team Manager (MTM) (2 pos. x 3 deep)</p> <p>9a) Meet all Administrative and General Training requirements:</p> <p>9b-1) Must be a currently licensed physician who is emergency medicine residency-trained and/or board-certified in emergency medicine that practices clinical emergency medicine;</p> <p>OR 9b-2) Must e a currently licensed physician w/current CLS, ATLS, and PALS certification (or equivalent) whose medical activities include clinical emergency and pre-hospital medical care:</p> <p>9c) ICS 300 in accordance w/the NSCTD Guidance:</p> <p>9d) Complete the FEMA US&R Medical Team Training Course:</p> <p>9e) Complete the FEMA US&R WMD Considerations for the Medical Team Training:</p> <p>9f) Complete all required TRSSs as defined in Appendix A of the FEMA US&R PD Manual:</p>	<p># rostered as MTM (6 max):</p>	<input style="width: 100px; height: 20px;" type="text"/>	
			# of MTM trained (6 max):
			# of MTM deployable (min 3 required, 6 max):

<p>10) Planning Team Manager (PTM) (2 pos. x 3 deep)</p> <p>10a) Meet all Administrative and General Training requirements:</p> <p>10b) Complete the FEMA US&R GPS Awareness Level Course:</p> <p>10c) ICS 300 in accordance w/the NSCTD Guidance:</p> <p>10d) Complete the FEMA US&R Planning Team Training Course:</p>	<p># rostered as LS (6 max):</p>	<input style="width: 100px; height: 20px;" type="text"/>	
			# of PTM trained (6 max):
			# of PTM deployable (6 max):

<p>11) Rescue Specialist (RS) (20 pos. x 3 deep)</p> <p>11a) Meet all Administrative and General Training requirements:</p> <p>11b) Complete the FEMA US&R GPS Awareness Level Course:</p> <p>11c) Meet requirements of NFPA 1670 (2004) Structural Collapse Technician Level:</p> <p>11d) Meet all requirements of NFPA 1670 (2004) Chapter 9 Section 9.3.5:</p> <p>11e) Complete the FEMA US&R Structural Collapse Technician Course:</p>	<p># rostered as RS (60 max):</p>	<input style="width: 100px; height: 20px;" type="text"/>	
			# of RS trained (60 max):
			# of RS deployable (60 max):

<p>12) Rescue Squad Officer (RSO) (4 pos. x 3 deep)</p> <p>12a) Meet all requirements of the Rescue Specialist:</p> <p>12b) Shall have experience in FEMA US&R structural collapse operations to include participation in field exercise(s) and/or a deployment as an RS (This requirement does not apply to those members rostered as RSOs prior to July 1, 2008):</p>	<p># rostered as RSO (12 max):</p>	<input style="width: 100px; height: 20px;" type="text"/>	
			# of RSO trained (6 max):
			# of RSO deployable (12 max):

US&R Position Description Training Requirements - continued

13) Rescue Team Manager (RTM) (2 pos. x 3 deep)	# rostered as RTM (6 max):		
13a) Meet all requirements of the Rescue Specialist and Rescue Squad Officer:			
13b) ICS 300 in accordance w/the NSCTD Guidance:			
		# of RTM trained (6 max):	
		# of RTM deployable (max):	

14) Safety Officer (SO) (20 pos. x 3 deep)	# rostered as SO (6 max):		
14a) Meet all Administrative and General Training requirements:			
14b) Complete the FEMA US&R GPS Awareness Level Course:			
14c) ICS 300 in accordance w/the NSCTD Guidance:			
14d) Meet all requirements of Structural Collapse Technician as per NFPA 1670:			
14e) Complete the FEMA US&R Structural Collapse Technician Course:			
14f) Complete the FEMA US&R Safety Officer Course:			
		# of SO trained (6 max):	
		# of SO deployable (6 max):	

15) Search Team Manager (STM) (2 pos. x 3 deep)	# rostered as STM (6 max):		
15a) Meet all Administrative and General Training requirements:			
15b) Complete the FEMA US&R GPS Awareness Level Course:			
15c) Complete the FEMA US&R Technical Search Specialist Course:			
15d) Complete the FEMA US&R Canine Search Specialist Course:			
15e) ICS 300 in accordance w/the NSCTD Guidance:			
15f) Shall have experience in FEMA US&R Technical Search Specialist operations to include participation in field exercise(s) and/or a deployment as a TSS (This requirement does not apply to those members rostered as STMs prior to July 1, 2008):			
15g) Complete the FEMA US&R Structural Collapse Technician Course:			
		# of STM trained (6 max):	
		# of STM deployable (6 max):	

16) Structures Specialist (SS) (2 pos. x 3 deep)	# rostered as SS (6 max):		
16a) Meet all Administrative and General Training requirements:			
16b) Complete the FEMA US&R GPS Awareness Level Course:			
16c) Complete the USACE Structures Specialist Training Course (StS 1):			
16d) Complete all required TRSSs as defined in Appendix A of the FEMA US&R PD Manual:			
16e) Be currently licensed as a Professional Engineer specializing in structures or equivalent as sanctioned by the FEMA US&R Structures Sub-Group:			
AND 16f) Have a sum of 5 years experience in structure design and analysis to include evaluation of existing structures, field investigation or construction observation experience:			
		# of SS trained (6 max):	
		# of SS deployable (min 3 required, 6 max):	

US&R Position Description Training Requirements - continued

<p>17) Task Force Leader (TFL) (2 pos. x 3 deep)</p> <p>17a) Meet all Administrative and General Training requirements:</p> <p>17b) ICS 300- and ICS 400 in accordance w/the NSCTD Guidance:</p> <p>17c) Complete the FEMA US&R Task Force Leaders Course:</p>	<p># rostered as TFL (6 max):</p> <p># of TFL trained (6 max):</p> <p># of TFL deployable (6 max):</p>	<table border="1" style="width:100%; height:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>						

<p>18) Technical Information Specialist (TIS) (2 pos. x 3 deep)</p> <p>18a) Meet all Administrative and General Training requirements:</p> <p>18b) Complete the FEMA US&R GPS Awareness Level Course:</p> <p>18c) Complete the FEMA US&R Planning Team Training Course:</p>	<p># rostered as TIS (6 max):</p> <p># of TIS trained (6 max):</p> <p># of TIS deployable (6 max):</p>	<table border="1" style="width:100%; height:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>						

<p>19) Technical Search Specialist (TSS) (2 pos. x 3 deep)</p> <p>19a) Meet all Administrative and General Training requirements:</p> <p>19b) Complete the FEMA US&R GPS Awareness Level Course:</p> <p>19c) Complete the FEMA US&R Technical Search Specialist Course:</p> <p>19d) Complete all required TRSSs as defined in Appendix A of the FEMA US&R PD Manual:</p>	<p># rostered as TSS (6 max):</p> <p># of TSS trained (6 max):</p> <p># of TSS deployable (min 3 required, 6 max):</p>	<table border="1" style="width:100%; height:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>						

<p>Total Task Force rostered members listed:</p>	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td></tr> </table>	
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<p>Total Task Force deployable members listed:</p>	<table border="1" style="width:100%; height: 20px;"> <tr><td> </td></tr> </table>	