**U.S. Department of Homeland Security**

**Federal Emergency Management Agency**

**National Urban Search and Rescue**

 **Response System**



**Phase I – 2024 Task Force**

**Readiness Self-Evaluation**

|  |  |
| --- | --- |
| **TASK FORCE** |  |
| **COMPLETED BY** |  |
| **NEXT ARE YEAR** |  |
| **MENTOR ASSIGNED** | **[ ]  YES** **[ ]  NO** | **NAME** |  |
| **COMPLETED DATE** |  | **SUBMITTED DATE** |  |

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## **Introduction**

The purpose of this self-evaluation is to ensure that the task force completing their annual assessment documents is familiar with the planning, preparation, and delivery requirements. US&R teams are strongly encouraged to familiarize themselves with the contents of this and all documents within the Readiness Assessment Program.

The Readiness Assessment Program (RAP) is a demanding process that is not to be undervalued. It requires the total executive and operational commitment of the sponsoring agency, the US&R team, its evaluation cadre, as well as several other participants to ensure success.

Any questions with regards to the content of this Self-Evaluation document should be directed to the FEMA US&R Branch.

### **Unique for the 2024 Self-Evaluation**

The RAP Administrative Readiness Ad Hoc Group has updated the Phase-I Annual Task Force Self Evaluation Form and Scoresheet with a focus on capturing and documenting greater Task Force detail during the annual Task Force self-evaluation readiness reporting process. The enhanced data will provide US&R Leadership with greater detail on a task force’s Operational, Logistical and Managerial capabilities.

Also captured in the updated Phase-I form are unique task force capabilities (e.g., tunnel rescue, peer support, IST participation, Instructor participation, Small Unmanned Aerial System (sUAS) programs, etc.).

The updated Phase I form has been expanded to include the content required to support alternative RAP Phase-II Administrative Readiness Evaluation methodologies (Virtual) that may be required due to circumstance. The Phase-I form is a living document that in future readiness reporting, will only require adjustments and updating when & where Task Force changes have occurred. Once the baseline self-evaluation document is completed, it should provide the framework for all future Phase-I reporting.

**Note: The Training and Exercise Planning (TEP) is now called Integrated Preparedness Planning (IPP).**

**Note: Document Location/Page#, or Database Link:**

You will see this prompt in one way or another throughout the Phase-1 Self Evaluation Form as you are answering questions. The location of the verifying and validating information that’s used during an ARE is important in a couple of ways. First it provides the Peer Evaluation Team with a roadmap to use as they verify and validate ARE related documents and materials. Second, the detail that’s input into the self-evaluation form is essential if we are required to transition into a “Virtual ARE methodology” to facilitate Tak Force ARE’s due to limiting factors such as travel restrictions due to disease like we experienced with Covid19. Since each self-evaluation question is individually numbered, you have the ability to upload the “question number” and its “associated answer” into your task force database. By using the question numbering you can organize the answers into an Operations tab, with associated materials, a Logistics tab with associated materials, and a Management Tab with associated materials. We don’t necessarily need a hyperlink to this material, just a good roadmap once we’re in your database. If this material is not in your database, we can still be directed to the resource required (e.g., Admin Manual Page 35) to verify and validate your answers.

|  |  |
| --- | --- |
| Document Location Page # or Database Link : |  |

**Note: In Operations 4, the use of deployments to meet OREEP exercise requirements is no longer allowed.**

## **2024 US&R Readiness Assessment Program Description**

The National Urban Search and Rescue (US&R) Response System (the System) 2024 US&R Readiness Assessment Program consists of the following four phases and is inclusive of the US&R ANSI Standard:

* **Phase I – Task Force Self-Evaluation** – Format is included in this package and to be returned to the US&R Branch in accordance with the instructions provided.
* **Phase II – Administrative Readiness Evaluations (AREs)** – Task force evaluations by US&R Branch/Peer personnel are currently planned in 2025.
* **Phase III – Operational Readiness Exercise Evaluations (OREs)** – As funding permits, conduct one task force mobilization or deployment exercise during a Cooperative Agreement period of performance. It is expected that each System task force will conduct an evaluated exercise at least once every three years.

 **System task forces will be evaluated on five modules:**

* + - **Mobilization**
		- **Transportation of personnel and cache**
		- **Establishing a Base of Operations (BoO)**
		- **Onsite Operations**
		- **Demobilization**
* Each System task force shall develop a **three-year Integrated Preparedness Planning (IPP**), updated annually, using Homeland Security Exercise Evaluation Program (HSEEP) principles adhering to the following guidelines:
	+ The IPP shall document how all five task force exercise modules are scheduled during the three-year cycle – typically this will be one or more modules per year, or the IPP will show how all modules are completed during a single Deployment Exercise to meet the recommendation in one calendar year.
	+ The IPP shall include any planned or proposed Full Scale Exercises (FSE), Functional Exercises (FE), Drills, Games, Tabletops, Workshops, and Seminars
	+ The IPP shall include any scheduled or proposed training to include classes that are open to other task forces, authorized or approved equivalency courses, FEMA courses hosted locally, and classes conducted for 40 or more students.
	+ The completed annual IPP document shall be submitted with the annual self-evaluation.
* Each System task force will annually report their progress on their forecasted three-year IPP to the US&R Branch.
* **Phase IV – Continuous Task Force Readiness Reporting – Currently not required.**

## **Completing The Self-Evaluation Form**

* The self-evaluation forms that follow are broken into four sections. Each section can be stand-alone, giving the Program Manager the flexibility to hand over a single stand-alone section to his or her key personnel for data collection. The final product for submission however should be a completed single document.
* The Program Manager or designee should complete the Task Force – General Information section of the self-evaluation. This section is used to provide sponsoring agency and task force name and address, contact information for key personnel, list of TFLs, TFRs, website, participating agencies, etc. The “Task Force Comments” box is for the task force to market itself. This information provides the Branch Chief with talking points when selling the FEMA US&R Response System to senior leadership, Congress, and other key stakeholders. All task forces are strongly encouraged to complete the “Task Force Comments” box on Page 17.
* The Program Manger should assign the most appropriate person(s) to complete the self-evaluation for each of the three readiness areas.
* Each readiness area contains five factors containing descriptions, checklists and/or notes.
* The person(s) completing the self-evaluation should ensure that every description is carefully read and assess whether the task force is presently in compliance.
* Checklists exist throughout the document. They are in the form of checkboxes and or questions with blank spaces. The new self-evaluation form is designed to solicit the task force detail that would be required if the US&R System was forced to implement an alternate Virtual ARE methodology.
	+ Where a checkbox exists, indicate compliance by placing a check in the “Task Force” check box (on the left). Leave the checkbox blank for non-compliance or unknown status and record a “note” in the right note box. (Example on next page)
	+ Questions with blank spaces in a checklist are seeking detailed information. To complete simply fill in the answer. In the example on the next page a task force would type in the number of primary and secondary trained personnel.
* Each factor contains a notes section. Use this area to describe the task force capabilities in the factor as well as expand on the deficiencies noted in a checkbox to include planned corrective action and anticipated time to completion. (See next page)
* Each factor contains a section for the task force to enter their score for that factor. If the task force meets 100% of the factor’s requirements give yourself a maximum score. Deduct points as required when deficits are identified/noted per the “General Scoring Matrix on Page 11.”. Deficits should be described with an anticipated corrective action date.
* When complete, rename the file as follows: 2024SelfEvaluation\_XX-TFX (your task force)
* In addition to the information and scores manually entered on this Self-Evaluation Form you need to complete FEMA Form 089-0-14 (excel spreadsheet) as in the past. This provides the Branch with several members in each of the 19 positions plus the ancillary positions requested.

Note: The Annual Self-Evaluation is for the 12-month period of January 1, 2024, to December 31, 2024. All entries except for exercise are for the 12-month reporting period. Exercise is a three-year requirement and as such all exercise occurring in the calendar years 2022, 2023 and 2024 should be included. For teams scheduled for an ARE in 2025, the ARE Peer Evaluation Team will review the last three years of data when assessing your exercise activity.

### **Examples of Checklists and Score Entry**

|  |
| --- |
| O1-Q2: Task Force Compliment of CST-LF |
| # XX | Describe: |
|  |
| Evaluator Notes |
|  |

|  |
| --- |
| O1-Q6: Do you pay your handlers to train? |
| [ ]  Yes [ ]  No | Describe: |
|  |
| Evaluator Notes |
|  |

|  |
| --- |
| O1-Q3: How does the task force manage its canine section, describe? |
|  |
| Evaluator Notes |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **O1-Q1: Total Members Deployable** | **# of Deployable Members** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From Scale Above |  |  | 5.0 |  |

## **US&R Readiness Areas and Scoring Methodology**

* The three areas of readiness evaluated are:
	+ Operations Readiness – Available complement of deployable and exercised team members.
	+ Logistics 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 System’s Readiness Cooperative Agreements and other audit requirements.
* Scoring the three categories of readiness – each of the three categories of readiness (Operations, Logistics, and Management) contains five assessment factors to be evaluated and the appropriate points assigned to the factor. Each assessment factor has a weight value that when multiplied by the determined point value yields the task force’s score for that assessment factor. A maximum score of 100 can be achieved in each of the three readiness categories.

**The following points and weight factors will be used:**

|  |  |  |  |
| --- | --- | --- | --- |
| **OVERALL SCORING MATRIX** **Operational Readiness** | **Max Points** | **Weight Factor** | **Task Force Score** |
| O-1: Compliment of deployable members | 10 | 5.0 |  |
| O-2A: Compliment of deployable CDL drivers | 5 | 1.0 |  |
| O-2B: Compliment of deployable WRS | 5 | 1.0 |  |
| O-2C: Compliment of deployable John Boat operators | 5 | 1.0 |  |
| O-2D: Compliment of deployable IRB operators | 5 | 1.0 |  |
| O-3: Complement of Additional Operational Supportive Capabilities: (HRD Canines, sUAS, Peer Support, Tunnel Rescue, IST Members, Instructors, etc.) (**Not Scored)** | 0 | 0 | 0 |
|  O-4: Members participating in Exercises | 15 | 1.0 |  |
|  O-5: Members participating in Training Sessions / Drills | 15 | 1.0 |  |

**Task Forces receive credit for deployment exercises, modular exercises, or a combination during the three-year exercise reporting period. See note at the bottom of page six.**

|  |  |  |  |
| --- | --- | --- | --- |
| **OVERALL SCORING MATRIX** **Logistical Readiness** | **Max Points** | **Weight Factor** | **Task Force Score** |
| Compliment of approved cache items for purchase | 10 | 2.0 |  |
| Compliment of transportation resources | 10 | 2.0 |  |
| Cache Movement and Utilization | 10 | 2.0 |  |
| Cache Management | 10 | 2.0 |  |
| Warehouse Facilities  | 10 | 2.0 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **OVERALL SCORING MATRIX** **Management Readiness** | **Max Points** | **Weight Factor** | **Task Force Score** |
| Compliment of administrative personnel & resources | 10 | 2.0 |  |
| Cooperative agreement reporting  | 10 | 2.0 |  |
| Plans and memorandum of agreement | 10 | 2.0 |  |
| Financial accounting processes and recordkeeping | 10 | 2.0 |  |
| Task Force support functions  | 10 | 2.0 |  |

# **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. The remaining nine factors will use the following general scoring methodology with a range from 0 to 10 points:

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

### **A Note About Exercise Scoring**

Document, document, document. During the triennial ARE a Peer Evaluation Team will validate the training and exercise that the task force performs annually. The only way the Peer Evaluation Team will be able to validate training and exercise is through good documentation.

The following are offered as best practices or considerations, this is not an all-encompassing list:

* Try to have outsider(s) evaluate your exercise. Members from other task forces are ideal, especially if they are neighboring. SUSAR, non-member special ops personnel, trusted Sponsoring Agency employees, neighboring jurisdiction personnel (special ops is ideal) will all suffice. If you must keep it internal to the task force, try to have an impartial evaluator who is not participating in the exercise.
* Use the FEMA US&R Exercise Evaluation Guidelines (EEGs) to evaluate each set of core competencies.

* You don’t have to create forms to evaluate or document the efforts, use the forms that already exist. If you are evaluating “Mobilization”, use the task force’s Mob Manual checklists as well as the appropriate EEG pages. If you are evaluating “Transportation”, use the DOT inspection forms, screen shots or printed pages developed from your route planning tools, riding assignments, copies of the final load plans and HazDecs, final and accurate 18-4s, lists developed such as weigh stations, state police contact lists, etc. as well as the appropriate EEG pages. For Establishing a Base of Operations (BoO), create a BoO layout map, use the base camp set up checklist, document work assignments, as well as the appropriate EEG pages. To document “Operations”, prepare IAPs or Tactical Worksheets that clearly indicate assignment of operational tasks and ancillary documentation such as the Comm Plan, Medical Plan, Safety Message as well as the appropriate EEG pages. If you are simulating an injury include the appropriate injury reporting and workers comp forms. To document “Demobilization”, capture the briefing minutes as well as documentation from hot washes, equipment returns checklists, messages regarding reconstituting the equipment cache, after action and corrective action reporting and the appropriate EEG pages.
* A well written After Action Report that adequately captures all aspects of the exercise is imperative. The AAR must include a Corrective Action/Improvement Plan (IP). The IP should include person(s) assigned, a target completion date and a space to capture the eventual completed date.
* If you have nothing else, a fully completed EEG package and a good AAR/IP will suffice.



# National Urban Search & Rescue Response System

# Readiness Assessment Program (RAP)

# Task Force - General Information

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPLETED BY** |  | **POSITION** |  |

|  |
| --- |
| GENERAL TASK FORCE INFORMATION |
| TASK FORCE |  |
| SPONSORING AGENCY |  |

|  |
| --- |
| TASK FORCE ADDRESS  |
| STREET |  |
| CITY |  | STATE |  | ZIP |  |
|  |  | FAX |  |
| EMAIL |  | WEB ADDRESS |  |

|  |
| --- |
| SPONSORING AGENCY CHIEF  |
| NAME |  | EMAIL |  |
| PHONE |  | CELL |  |
| Grant Funded | [ ]  Yes [ ]  No |
| SPONSORING AGENCY ADDRESS |  [ ]  SAME AS TASK FORCE  |
| STREET / MAILING |  |
|  |
| CITY |  | STATE |  | ZIP |  |

|  |
| --- |
| TASK FORCE PROGRAM MANAGER |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE REPRESENTATIVE [ ]  SAME AS PROGRAM MANAGER |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| DEPUTY TASK FORCE REPRESENTATIVE -1 |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| DEPUTY TASK FORCE REPRESENTATIVE -2 |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE GRANT MANAGER |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE TRAINING MANAGER |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE LOGISTICS MANAGER |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE ADMINISTRATIVE ASSISTANT  |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE OTHER (LIST POSITION)  |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE OTHER (LIST POSITION)  |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE OTHER (LIST POSITION)  |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE OTHER (LIST POSITION)  |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE OTHER (LIST POSITION)  |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE OTHER (LIST POSITION)  |
| NAME |  | EMAIL |  |
| PHONE |  |  | CELL |  |  |
| STATUS | [ ]  Full-Time [ ]  Part-Time | Grant Funded | [ ]  Yes [ ]  No |  |

|  |
| --- |
| TASK FORCE LEADERS |
| **NAME** | **ORGANIZATION** | **EMAIL** | **PHONE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| PARTICIPATING AGENCIES (CUT & PASTE) | **TOTAL PARTICIPATING AGENCIES #** |  |
|  |

|  |
| --- |
| TASK FORCE COMMENTS  |
| It is desired to capture information from each task force that can help the FEMA US&R Branch market the US&R System to Congress and other stakeholders. Comments should provide information on efforts and accomplishments task forces have completed in the past 12 months that build capability for technical rescue and disaster response in their local area and state, partnerships with other federal ESF-9 and local and state S&R partners, how use of cooperative agreement funding helped build regional and state capability, task force capital improvement and training accomplishments, etc. While narrative examples are beneficial, statistical information is desired, i.e., numbers of hours trained, dollars spent, incidents responded to, rescues completed, people trained, courses delivered, meetings attended, etc. |
|  |

# Logo  Description automatically generated

# National Urban Search & Rescue Response System

# Readiness Assessment Program (RAP)

# **Operations Annex**

## OPERATIONS READINESS CRITERIA

**Operations 1: Complement of Deployable Task Force Members:**

**Maximum Score 50**

|  |
| --- |
| **ANSI Standards Validated: 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7, 3.4.1, 3.4.1.1, 3.4.2, 3.6.2, 3.6.3, 3.6.4** |

**O1-Q1: Number of task force members who are fully deployable: Maximum Score 50**

A wide variety of records, databases and documentation are required to support a task force on a daily basis. Program Managers are expected to track the status of rostered members to reflect whether each is deployable or non-deployable. Not all members will be immediately ready to deploy for various reasons such as: administrative, medical, military leave or training. In addition, members who are otherwise deployable may temporarily be non-deployable due to short term situations such as medical issues, vacation, family reasons, or business, or personal travel.

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

The minimum standard for deployable members in US&R task forces is a total of 140 members, comprised of two deep in the 19 US&R task force positions required for a type I configuration. Members’ medical exams/healthcare screening should be accomplished in accordance with the frequencies established in the Statement of Work. Medical records for all task force members should be located with the healthcare provider or archived by the task force 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 fully deployable:

* Rostered Member with file
* Have completed General and Administrative Training Requirements
* Have completed training requirements of their assigned task force position.

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 entered on the score sheet:

|  |  |
| --- | --- |
| **O1-Q1**: Number of Deployable Members Entered | Number of Points |
| 180-210 | 10 |
| 170-179 | 9 |
| 160-169 | 8 |
| 150-159 | 7 |
| 140-149 | 6 |
| Below 140 | 0 |

Note: Within a task force’s total of deployable members, it is expected that there will be a minimum of three (3) deployable Medical Team Managers (physicians), three (3) deployable Structure Specialists (engineers), and six (6) deployable canine search teams – live find. If a task force does not have this minimum complement, the overall rating for this factor will be 0. Heavy Equipment Rigging Specialist, three (3).(per 2019 US&R ANSI Standard).

###

### **Score for O1-Q1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **O1-Q1: Total Members Deployable** | **Number of Deployable Members** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From Scale Above |  |  | 5.0 |  |

|  |  |
| --- | --- |
| **# of Trained Members** | **No Score** |
|  | 0 |

|  |  |
| --- | --- |
| **# of Rostered Members** | **No Score** |
|  | 0 |

|  |  |
| --- | --- |
| **# Personnel trained in more than one Specialty** | **No Score** |
|  | 0 |

**Operations 1 Supplemental Questions:**

**The number of canine search teams that have successfully completed the FEMA Canine Search Team Certification Evaluation-Live Find (CSTCE-LF). This includes successful completion of the Foundation Skills Assessment (FSA) and the Certification Evaluation (CE).**

A Canine Search Team- Live Find (CST-LF) consists of a handler and a search dog. Deployable Canine Search Teams must have successfully completed the FEMA CSTCE-LF as contained in the current version. Canines must be medically certified by a veterinarian and have all deployment documentation (e.g., vaccination records) in order. A CST-LF 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 additional team allowable for task force needs (e.g., attrition).

In some cases, one deployable canine may be certified with multiple deployable handlers; in other cases, one deployable handler may have multiple deployable canines. However, in either case, for scoring purposes, the complement of deployable teams to be counted for this factor will be the total number of CST-LFs that the task force could deploy at one time.

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 Teams is continuously reviewed, and that teams are removed from rosters when warranted. This is an inventory of the task forces’ CST-LF resources only.

**Please provide a detailed narrative that supports the Task Forces actions, funding or policy in areas not answered by a “yes” or “no” or questions that the TF would like to add additional detail to further outline a TF “best practice” or procedure.**

|  |
| --- |
| **O1-Q2: Task Force Complement of CST-LF** |
| # XX | Describe: |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q3: How does the task force manage its canine section?** |
| Describe: |
| Evaluator Notes |
|  |

|  |
| --- |
| **O1-Q4: Do you have minimum training requirements for your canine search teams?** |
| [ ]  Yes [ ]  No | Describe: |
| Evaluator Notes |
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| --- |
| **O1-Q5: How many hours of training did the canine teams participate in during this evaluation period?** |
| Hours: XX | Describe: |
| Evaluator Notes |
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| --- |
| **O1-Q6**: **Do you pay/compensate your handlers to train?** |
| [ ]  Yes [ ]  No | Describe: |
| Evaluator Notes |
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| --- |
| **O1-Q7: Do you fiscally support your canine handlers for costs associated with their training and care?** |
| Describe: |
| Evaluator Notes |
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| --- |
| **O1-Q8**: **How does the task force facilitate veterinary care and medical screening?**  |
| Describe: |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q9: Is the veterinarian under written agreement or current contract?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
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| --- |
| **O1-Q10**: **Who pays for the care?** |
| Describe: |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q11**: **Is a current canine vaccination record (vet report) on file at the task force?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q12**: **How do you make sure your list of roster members is accurate, up to date, and old files removed?** |
| Describe: |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q13**: **How do you track non-deployable members, (e.g., medical leave, injured, administrative removal, other removal when warranted)?** |
| Describe: |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q14**: **What is the membership policies, on-boarding/selection process?** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O1-Q15**: **Do you have a records policy/ record retention policy?** |
| [ ]  Yes [ ]  No | Describe: |
| **How long do you keep task force training files:** | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q16: How do you verify and validate that a member meets all the requirements as found in the current Annex E - Position Descriptions?:** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q17**: **How do you monitor and document Task Force member annual refresher training?**  |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q18: How do you monitor and document Task Force member continuing education requirements?** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q19**: **Show a file for a course your Task Force delivered in the last three years? (Include a sign-in sheet).** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O1-Q20**: **Show a file for the last SCS class that was taught? (Include a sign in sheet and the instructor cadre).** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

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| --- |
| **O1-Q21**: **Show a file for the last Hazmat Specialist class that was taught? (Include a sign in sheet and the instructor cadre).** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O1-Q22**: **Do you have minimum training requirements (e.g., quarterly, semi-annual, annual)? How do you document?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O1-Q23**: **What is your policy for members being trained in more than one discipline?** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O1-Q24: Does a member have to maintain proficiency (attend minimum training) in each discipline they are rostered in? how do you document?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O1-Q25**: **Do members have to attend meetings? Does the task force maintain a record of meetings? Notes, sign-in sheets? How do you document?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

**Operations 2 - Number of Non-Primary Certifications (CDL Drivers, Boat Operators, Water Rescue Specialists): Maximum Score 20**

**O2-Q1:Total Number of Deployable Task Force CDL Drivers**: **Maximum Score 5**

The number of rostered CDL driver members in the task force database.

CDL personnel include task force team members, sponsoring agency employees and Contract CDL Drivers.

As a minimum a CDL team member must:

* Have a current Class B or Class A driver’s license.
* Have a current CDL Driver's Medical Certificate – delete until legal opinion issued

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

|  |  |
| --- | --- |
| **O2-Q1a: Number of CDL Class A Members** | **Number of Points** |
| 20+ | 5 |
| 16-19 | 4 |
| 12-15 | 3 |
| Below 12 | 0 |

|  |  |
| --- | --- |
| **O2-Q1b: Number of CDL Class B Members** | **Number of Points** |
| 16+ | 3 |
| 12-15 | 2 |
| 8-11 | 1 |
| Below 8 | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total CDL Class A Members**  | **# of Rostered Members**  | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From Scale Above |  |  | 1.0 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total CDL Class B Members** | **# of Rostered Members**  | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From Scale Above |  |  | 1.0 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total CDL Score** **O2-Q1a + O2-Q1b** | **# of Class A Members**  | **# of Class B Members** | **Task Force Score** |
| From Scale Above, (**Max T**otal **Score 5)** |  |  |  |

**O2-Q2**: **Number of Deployable Task Force Water Rescue Specialists:**

**Maximum Score 5**

The minimum standard for deployable water rescue specialists in US&R task forces is a total of 28 members. Based on deployable personnel in Operations 1, how many fully deployable water rescue specialists does your Task Force have?

**Score for O2-Q2**

|  |  |
| --- | --- |
| **Number of Water Rescue Specialist Members** | Number of Points |
| 42+ | 5 |
| 35-41 | 4 |
| 28-34 | 3 |
| Below 28 | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **O2-Q2**: **Water Rescue Specialist Members** | # of Deployable Members  | Task Force Points | Weight Factor | Task Force Score |
| From Scale Above **Maximum Score of 5** |  |  | 1.0 |  |

### **O2-Q3**: **Number of Deployable Task Force Boat Operators (Jon Boat) - Maximum Score 5**

The minimum standard for deployable Jon Boat Operator specialists in the US&R task forces is a total of eight (8) members. Based on deployable personnel in Operations 1, how many fully deployable water rescue specialists does your Task Force have?

**Score for O2-Q3:**

|  |  |
| --- | --- |
| **Number of Jon Boat Operator Members** | Number of Points |
| 18+ | 5 |
| 12-17 | 3 |
| Below 12 | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **O2-Q3: Total Jon Boat Operators** | # of Deployable Members  | Task Force Points | Weight Factor | Task Force Score |
| From Scale Above **Maximum Score of 5** |  |  | 1.0 |  |

**O2-Q4: Number of Deployable Task Force Boat Operators (IRB Boat):**

**Maximum Score 5**

The minimum standard for deployable IRB Boat Operators specialists in the US&R task forces is a total of four (4) members. Based on deployable personnel in Operations 1, how many fully deployable water rescue specialists does your Task Force have?

###

|  |  |
| --- | --- |
| **Number of IRB Boat Operators Members** | Number of Points |
| 12+ | 5 |
| 6-11 | 3 |
| Below 6 | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **O2-Q4: Total IRB Boat Operators** | **# of Deployable Members** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From Scale Above **Maximum Score of 5**  |  |  | 1.0 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CDL Drivers, W**a**ter Rescue Specialists,** **Boat Operators** | **# of Members Participating** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| O2-Q1: CDL Drivers |  |  | 1.0 |  |
| O2-Q2: Water Rescue Specialists |  |  | 1.0 |  |
| O2-Q3: Jon Boat Operators |  |  | 1.0 |  |
| O2-Q4: IRB Boat Operators |  |  | 1.0 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Score Operations-2:** | **Score:** **O2-Q1** | **Score:** **O2-Q2** | **Score:** **O2-Q3** | **Score** **O2-Q4** | **Task Force Score** |
| Total Score (**Maximum of 20**) |  |  |  |  |  |

**Operations 3 - Number of Additional Operational Supportive Capabilities (HRD Canines, sUAS, Peer Support, Tunnel Rescue, IST Members, Instructors): No Score 0**

**O3-Q1: Number of Deployable HRD Canine Teams**

The number of canine search teams that have successfully completed the FEMA Canine Search Team Certification Evaluation – Human Remains Detection (CSTCE-HRD).

A Canine Search Team – Human Remains Detection (CST-HRD) consists of a handler and a search dog. Deployable Canine Search Teams must have successfully completed the FEMA CSTCE-HRD as contained in the current System program directive. Canines must be medically certified by a veterinarian and have all deployment documentation (e.g., vaccination records) in order. A CST-HRD must be assigned to, and available for use exclusively by the task force, and be immediately available for deployment.

In some cases, one deployable canine may have multiple deployable handlers; in other cases, one deployable handler may have multiple deployable canines. However, in either case, the complement of deployable teams to be counted for this factor will be the total number of CST-HRDs that the task force could deploy at one time.

This is an inventory of the task forces’ CST-HRD resources only.

|  |  |  |
| --- | --- | --- |
| **O3-Q1:** **Compliment of CST-HRD** | **Describe:** | **Evaluator Notes** |
| Total count if you have CST-HRD |  |  |

|  |  |  |
| --- | --- | --- |
| **O3-Q2:** **Complement of sUAS Resources (Total count if you have a sUAS Program)** | **Describe:** | **Evaluator Notes** |
| How may personnel are trained?How many Blue sUAS?How many non-Blue sUAS? |  | : |

|  |  |  |
| --- | --- | --- |
| **O3-Q3:****Complement of Peer Support Resources (Total count**) | **Describe:** | **Evaluator Notes** |
| How many personnel are trained?How many personnel are certified? Certification Level? |  |  |

|  |  |  |
| --- | --- | --- |
| **O3-Q4: Complement of Tunnel Rescue Resources (Total count if you have Tunnel Rescue Resources)** | **Describe:** | **Evaluator Notes** |
| How Many Personnel are trained?How many deployable rebreather units?  |  |  |

|  |  |  |
| --- | --- | --- |
| **O3-Q5:****Complement of IST Members****(Total count)** | **Describe:** | **Evaluator Notes** |
| How many Personnel? |  |  |

|  |  |  |
| --- | --- | --- |
| **O3-Q6** **Complement of Instructors** **(Total count)** | **Describe:** | **Evaluator Notes** |
| How many personnel?  |  |  |

|  |
| --- |
| **O3-Q7**: **How do you monitor and document your IST members for compliance with refresher and training requirements?**  |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O3-Q8**: **How do you monitor and document your instructors for compliance with continuing education requirements?**  |
| Describe:  |
| Document Link: |  |
| Evaluator Notes |
|  |

**Operations 4 - Number of Task Force Member Participating in Exercises:**

**Maximum Score 15**

|  |
| --- |
| **ANSI Standards Validated: 3.6.5** |

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

* **Full-Scale Exercise** – a dynamic exercise taking place over multiple operational periods (12+ hours); typically lasting 24 to 72 hours. A full-scale exercise shall consist of a Type 1 or Type 3 configuration. Generally, 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 and transportation assets, involve search and rescue operations, and measure response times from activation until departure. It should include on-site operations in US&R System core capabilities. A task force should notify the US&R Branch of a mobilization or full-scale exercise as soon as the exercise is scheduled, but not later than 60 days before the exercise begins. This exercise will frequently involve interaction with local, state, and regional incident management authorities. Upon completion of the exercise an After-Action Report/Improvement Plan (AAR/IP) is completed and sent to the US&R Branch according to the US&R Statement of Work.
* **Modular Exercise** – a limited exercise, usually one operational period (12 hours), designed to evaluate the ability of the task force to complete tasks associated with one of the following typical task force deployment configurations such as Type 4, MRP-W, or operational stages such as 1) mobilize, 2) transportation of personnel and cache, 3) establish a Base or Camp, 4) onsite operations, 5) demobilization. Each module has equal scoring coefficient.

The following specific point system will be used for the number of rostered members participating in exercises conducted during the annual Cooperative Agreement period of performance entered on the score sheet. Task force rostered members who support exercises may be counted in addition to deployable members who complete exercises.

For the purpose of the annual Phase I Self-Evaluation, a task force can:

1. Evaluate a Deployment Exercise completed in the previous 36 months and assign points in accordance with the table in Section 4a below,
2. Evaluate one or more Mobilization Exercises completed in the previous 36 months and assign points in accordance with the table in Section 4b below,
3. Evaluate a Deployment Exercise and any Mobilization Exercises completed in the previous 36 months and assign points in accordance with the tables in Sections 4a and 4b below. HOWEVER, in no instance shall the total points in Sections 4a and 4b exceed a combined maximum score of 15 points for the Operations 4 factor.

Score each of the five factors using the general scoring matrix.

* 1. Enter from zero to three points using the all-all, most-most, most-half, half-some criteria as found in the general scoring matrix.
	2. Only enter three points (per module) if you did everything during the exercise in that factor. For example, if you didn’t set up a complete Base of Operations including black and grey water systems, heating or cooling systems, an electrical distribution system, etc. - don’t give yourself a full score of six points. Likewise, if you did extensive search and water operations but didn’t breach, break, lift or cut - don’t give yourself a full score of six points for operations as you didn’t evaluate all core capabilities including other technical rescue skillsets.
	3. To receive points for core capabilities not performed during the exercise, hold a separate capability specific training sometime in the same three-year period. In the example above the full three points can be earned if the Rescue discipline holds a breaching and breaking drill during periodic training.

**The number of rostered and deployable members in the task force who have participated in and supported mobilization and full-scale exercises conducted in accordance with the OREEP module process during the previous three calendar years (CY22, CY23 and CY24). See note at the bottom of Page 6.**

**Ops 4a: Full-Scale Exercises:** **Maximum Score 15**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours** | **# of Members Participating** | **Location** | **All Modules Completed** | **AAR Completed** | **Evaluator** |
|  |  |  |  | [ ]  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  | [ ]  |

Scoring Matrix for Full-Scale Exercise

|  |  |
| --- | --- |
| **Number of Rostered Task Force Members Exercised Entered** | **Number of Points** |
| 70 or above | 15 |
| 35 to 69 | 7.5 |
| Below 35 | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **O4-Q1:** **Full-Scale Exercise** | **# of Members Participating** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From Scale Above |  |  | 1.0 |  |

**Ops 4b: Modular Exercise:**

**Maximum Score 15**

**Provide details of modular deployment exercise(s) below and OREEP elements exercised?**

**Provide details of modular exercise(s):**

**O4-Q2. Mobilization Module:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours** | **# of Members Participating** | **Location** | **Module Completed** | **AAR Completed** | **Evaluator** |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |

**O4-Q3. Transportation of personnel and cache:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours** | **# of Members Participating** | **Location** | **Module Completed** | **AAR Completed** | **Evaluator** |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |

**O4-Q4: Establish a Base or Camp Operations:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours** | **# of Members Participating** | **Location** | **Module Completed** | **AAR Completed** | **Evaluator** |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |

**O4-Q5: On-Site Operations:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours** | **# of Members Participating** | **Location** | **Module Completed** | **AAR Completed** | **Evaluator** |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |

**O4-Q6. Demobilization:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours** | **# of Members Participating** | **Location** | **Module Completed** | **AAR Completed** | **Evaluator** |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |
|  |  |  |  |  | [ ]  | [ ]  |

Scoring Matrix for Modular Exercise (**Max 3 points per module (x 5) for a total max of 15**)

|  |  |
| --- | --- |
| **Number of Rostered Task Force Members Exercised Entered** | **Number of Points** |
| 70 or above | 3 |
| 35 to 69 | 2 |
| 16 to 34 | 1 |
| Below 16 | 0 |

**Score for Ops 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Modular Exercise** | **# of Members Participating** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| 04-Q2 Mobilization |  |  | 1.0 |  |
| 04-Q3 Transportation |  |  | 1.0 |  |
| O4-Q4 Base or Camp |  |  | 1.0 |  |
| O4-Q5 Operations |  |  | 1.0 |  |
| O4-Q6 Demobilization |  |  | 1.0 |  |

**Total Score for Ops 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Score:** | **Score: Ops 4a** | **Score Ops 4b** | **Task Force Score** |
| Total Score for Full Scale and modular exercise **Maximum score (4a + 4b) = 15** |  |  |  |

**Operations 4 Supplemental Questions:**

|  |
| --- |
| **O4-Q7: Does the task force have a local/state exercise requirement?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O4-Q8: Do you follow HSEEP practices for Task Force exercise design and delivery?** |
| [ ]  Yes [ ]  No | Describe: |
|  Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O4-Q9: What percentage of overall exercise cost do you devote to planning a Task Force exercise?** : |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O4-Q10: Did the task force complete after action reports with improvement plans for all exercise activity?**   |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

**Operations 5 - Training Drills/Sessions:**

**Maximum Score 15**

|  |
| --- |
| **ANSI Standards Validated: 3.6.6, 3.6.7**  |

**Question O5-Q1: The number of rostered members in the task force who have participated in and supported training drills/sessions over the period covered by the Phase I Self-Evaluation period?**

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

* **Training Sessions/Drills** – Training sessions and drills are static, component training that are short in duration (lasting for only a few hours). They are conducted periodically (either monthly or quarterly) in a classroom or outdoor facility for the purpose of meeting initial training requirements or continuing education requirements of skills review. Training sessions address a limited number of objectives. The phases or functions of the exercises are also limited as are the use of the equipment cache or training props and interaction with individuals outside the task force. The task force shall have processes in place to ensure the positions within the task force are proficient and mission capable.
* Refresher training as specified in the General Training Requirements (i.e., CPR, Haz-Mat, Respiratory Protection, etc.) shall not be used towards the minimum task force training requirements.
* Number of members trained refers to the total number of “different” members that attend training over the year, not the cumulative number of members trained including members that train more than once.

The following specific point system will be used for the number of rostered members participating in training conducted during the annual Cooperative Agreement period of performance entered on the score sheet. All task force team members (rostered and deployable) who support training and exercises should be counted:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours** | **# of Members Participating** | **Location** | **Activity** | **Evaluator** |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |
|  |  |  |  |  | [ ]  |

|  |  |  |
| --- | --- | --- |
| **Number of Task Force Members Trained** | **Number of Training Drills/ Sessions** | **Number of Points** |
| 180 or above | 1 or more | 15 |
| 170-179 | 1 or more | 13 |
| 160-169 | 1 or more | 11 |
| 155-159 | 1 or more | 9 |
| 150-154 | 1 or more | 7 |
| 140-149 | 1 or more | 5 |
| Below 140 | 1 or more | 0 |

### **Score for Ops 5 Maximum Score 15**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Sessions / Drills** | **# of Members Participating** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From Scale Above |  |  | 1.0 |  |

**Supplemental Training Information**

**O5-Q2: Please provide the information requested below to include the total task force training hours, the total number of task force members attending discipline specific courses, and the number of task force attendees to each discipline specific course?**

|  |
| --- |
| **TASK FORCE TRAINING** |
| **TOTAL TASK FORCE TRAINING HOURS** |  |  |
| **TOTAL TASK FORCE MEMBERS ATTENDING FEMA US&R DISCIPLINE SPECIFIC COURSES** |  |
| **NUMBER OF TASK FORCE MEMBERS ATTENDING EACH COURSE (fill in below)** |
|  | **Incident Support Team (IST)** |  | **Logistics Team** |  | **Swift Water Rescue Specialist** |
|  | **Task Force Leader** |  | **Structural Collapse Specialists** |  | **Surface Water Boat Operator** |
|  | **Safety Officer** |  | **Communications Specialist** |  | **Swift Water Boat Operator** |
|  | **Planning Team** **(PTM/TIS)** |  | **Medical Team (Specialists & Physicians)** |  | **Other**  |
|  | **Structure Specialist** |  | **Heavy Equipment and Rigging** |  | **Other** |
|  | **Technical Search Specialist** |  | **Enhanced Operations in a Contaminated Environment** |  | **Other** |
|  | **Canine Search Specialist** |  | **Hazmat Specialist** |  | **Other** |

|  |
| --- |
| **O5-Q3: Do you pay or compensate your team members for attending training? What does the task force pay for?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **O5-Q4: Does the task force track off-site training or training that does not occur as an official function of the task force?** Describe: |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

# Logo  Description automatically generated

# National Urban Search & Rescue Response System

# Readiness Assessment Program (RAP)

# **Logistics Annex**

# LOGISTICS READINESS CRITERIA

Logistics Readiness is scored based on the five specific factors below:

**Logistics 1 – Equipment Cache Capability:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.7.1, 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.7.6, 3.7.6.2, 3.7.7** |

The effective operation of a National Urban Search and Rescue (US&R) Response System (the System) Task Force is predicated upon properly trained personnel coupled with appropriate tools, equipment, and support components. The compliment of standard equipment and supplies for a single System Type 1 US&R Task Force is specified in the FEMA Approved Equipment Cache List. The “Overview” section of the current version of the approved cache list outlines specific operational capabilities for the major functional areas of the task force.

Logistics factor 1 (Logs1) validates the entire equipment complement that the Task Force has on-hand.

Task forces should identify their current capability and any shortfalls for each of the major functional areas (8 – Vehicles are validated in Logs 2):

Communications

Hazmat

Logistics

Medical

Planning

Rescue

Technical (Structures, Information, Search, Canine)

Vehicles – (Validated in Logs 2)

Water

**Note: certain task forces are provided with funds to maintain IST, HEPP or other regional caches. The maintenance of these caches will not be scored on self-evaluations but will be evaluated on Administrative Readiness Evaluations.**

**Note: During task force ARE site visits, an extended sampling of equipment in the current cache list will be reviewed to ensure the task force has the required items and is adequately maintaining them.**

**Note: During the ARE Site visit review, Task Forces should expect to provide the following information and/or answer the following questions:**

* Quantity
	+ On-Hand Quantity versus the current version of the FEMA Type 1 Approved Cache List
* Database Entry – Logs 4-Q1
	+ Show the item within the task force’s cache database
* Maintenance / Service Plan – Logs 4-Q3
	+ Show the ARE cadre the maintenance and service plans for the items being reviewed
	+ Show historical records regarding the maintenance and service of these items
	+ Show contracts for items that require outside service
* Purchasing Records – Logs 4-Q9
	+ Show “cradle to grave records for the cache items. Prefer to review in cache database but paper or SA records will be accepted if not available in DB
* Installation in Vehicles – Logs 2-Q6
	+ When installation is required on the cache list, show installation
* Code Plug up-to-date – Logs 4-Q6
	+ Show the ARE cadre that the cache radios have been updated following the identified schedule
	+ Show process for completion and tracking
* “Hot Service” – Logs 4-Q4
	+ Show “Hot” service on contracted devices (Cellular/Satellite)
	+ Make phone call/transfer data to the ARE cadre
* Recapitalization Plan
	+ Show recapitalization plan for aging / original cache items
* Installation of Office 365
	+ Show installation of Office 365
* Hazardous Goods Declarations – Logs 4-Q7
	+ Show Hazdecs (IATA/AFMAN) for items that require them
	+ Show LiON process
	+ Show box labeling where required
	+ Show packaging meets requirements
	+ Show up-to-date TPFDDL (specifically the hazardous goods section) – Logs 3-Q2
* SARCOP
	+ Installation/Access to SARCOP
* Calibration Process
	+ Show process / contract
* Process for utilization / zeroing / annual in-service testing / logistics / hydro-testing, etc.
	+ Show process for maintaining equipment that requires external support
* Expiration Dates
	+ Show expiration dates for items with expirations
* Load Planning – Logs 3–Q1
	+ Show where the items are located in task force load plans
		- Over-the-Road, ARM, Fly-Away where applicable

Not all questions will be asked for every item due to time limitations, but all of these questions will be reviewed across the 40-item cache list.

**Score Question L1-Q1: Equipment Cache Capability:**

**Maximum Score 20**

The following specific point system will be used to score the ability of task forces to meet the requirements of the core capabilities.

|  |  |
| --- | --- |
| **Primary Equipment Cache Capability** | **Number of Points** |
| 97% to 100% | 10 |
| 94% to 96% | 9 |
| 91% to 93% | 8 |
| 88% to 90% | 7 |
| 85% to 87% | 6 |
| Less than 85% | 0 |

**Score for Logs 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Cache** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| Logs 1 – Primary Eq Cache  | 10 |  | 2.0 |  |

|  |
| --- |
| **L1-Q2: Document by priority, all items that you do not have the full quantity identified on the System’s current cache list. Describe:** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L1-Q3: Describe any challenges for filling the priority needs.**  |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

**Secondary Equipment Cache / Supplemental Questions: No Score**

**As outlined in the Overview of the Approved Equipment Cache List, Task Forces are authorized to procure and maintain two independent equipment caches to allow for simultaneous or concurrent deployments. Task forces should identify their current capability regarding their second equipment cache:**

|  |
| --- |
| **L1-Q4: Percentage of a Second Type-1 Cache?** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L1-Q5: Current Second Cache Capabilities, Types-(1-4), MRP, etc.:** |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L1-Q6: Capabilities available from Sponsoring/Participating Agencies?**  |
| Describe: |
| Document Link: |  |
| Evaluator Notes |
|  |

**Logistics 2 – Transportation Resources:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.7.8, 3.7.8.1** |

A full complement of transportation resources continuously available for day-to-day operations, exercises, and deployments is a critical component of Logistical Readiness. FEMA provided funds for each task force to procure prime mover vehicles, command vehicles, trailers, and ATV vehicles. A standard fleet of convoy transportation vehicles and support vehicles to support all NIMS Typed US&R Task Forces and all US&R Mission Ready Package deployments is contained in the current version of the cache movement plan. In addition, an adequate transportation resource system would have the following characteristics:

|  |
| --- |
| **L2-Q1: Are all vehicles maintained and insured in accordance with cooperative agreement procedures? Explain any shortfalls?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L2-Q2: Are the task force vehicle fleet compliant with the current version of the cache movement plan? Explain any shortfalls?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L2-Q3: Does the task force have a written tire care and replacement policy? Is it consistent with program directive? Explain any shortfalls?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L2-Q4: Are contracts or processes in place to obtain needed supplementary transportation resources (e.g., buses/contracts) for a deployment? Explain any shortfalls?** |
| [ ]  Yes [ ]  No | Describe: |
| Enter policy for acquiring supplementary transportation resources - Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L2-Q5: Does the task force have a replacement plan for vehicle life cycle management?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L2-Q6: Are fleet vehicles outfitted with 40-watt mobile radios as outlined in the current cache list?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |

|  |
| --- |
| Evaluator Notes |
|  |

|  |
| --- |
| **L2-Q7: As outlined in the current cache movement plan, does you task force deploy with a service vehicle?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

### **Score for Logs 2: Maximum Score 20**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transportation Resources** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

**Logistics 3 - Cache Movement and Utilization:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.6.5.1** |

Cache equipment is prepared for movement via various methods including through the vehicle fleet and differing airframes. Cache equipment is utilized for both deployment and training activities:

|  |
| --- |
| **L3-Q1: Does the task force have cache load plans prepared so assets can be accessed in anticipated sequence of use at a disaster site? Do the load plans provide vehicle and pallet load plans for use at disaster site (i.e., how cache is divided to pull priority items first)?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **L3-Q2: Does the task force have Aircraft Load documentation for different deployment configurations, including ARM, current TPFDDL, commercial weights and dimensions, and Fly-Away Kit Cache?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L3-Q3: How does the task force issue and account for equipment to deploying personnel at time of deployment?** |
| Describe: |
| Policy Link: |  |
| Evaluator Notes |
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| --- |
| **L3-Q4: Is the task force 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?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **L3-Q5: Does the task force conduct exercises to reflect different cache configurations and movement standards to support all current NIMS Typed US&R Task Forces and all Mission Ready Packages, as contained in the current cache movement program directive?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L3-Q6: Does the task force have an adequate driver training program for all fleet vehicles?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |

|  |
| --- |
| Evaluator Notes |
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| --- |
| **L3-Q7: Does the task force have exercises involving equipment assembly, packaging, and shipping with different configurations of caches continuously practiced and improved?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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|  |
| --- |
| **L3-Q8: Are these exercises timed to ensure they meet the Systems activation timeline?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

## **Score for Logs 3:** **Maximum Score 20**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Cache Movement and Utilization** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

**Logistics 4 - Cache Management:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.7.6.1** |

Cache management is required to ensure that the task force’s equipment cache is serviced, maintained, inventoried, and replaced on a regular basis. This management should be tracked using an inventory management system which could track the equipment from its origin through disposal.

|  |
| --- |
| **L4-Q1: How does the task force identify, receive, issue, store, kit, track, ship, and dispose of items in the cache?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q2: How does the task force complete annual inventory requirements as required through the cooperative agreement and federal property regulations?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q3: Describe the task force maintenance and service plan? How is it documented?** |
| Describe: |
| Policy Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q4: Do all communications devices that require service have contracts in place? Are they operational at all times?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q5: Does the task force comply with the communication policy regarding obtaining and using radio frequencies?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q6: How does the task force complete and track the semi-annual rekey of federal radios?**  |
| Describe: |
| Policy Link: |  |
| Evaluator Notes |
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| --- |
| **L4-Q7: How does the task force manage cache dangerous goods declarations?** |
| Describe: |
| Policy Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q8: Does the task force ensure that all gasoline or gasoline-mix powered equipment are stored and carried in well-ventilated containers?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q9: Does the task force use an inventory management system to support inventory, maintenance, property tracking, and recording, track equipment from origin through disposal?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q10: Does the task force manage a current and complete medical/ pharmaceutical cache (with veterinary pharmaceuticals) including a system to store, maintain, and replenish as necessary?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q11: Describe pharmaceutical cache purchasing, maintenance, contracts, or resupply prior to or after an activation/deployment.** |
| Describe: |
| Policy Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q12: Does the task force have the ability to maintain equipment under the Federal Excess Property Program?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q13: Does the task force do periodic inspections of PPE issued to team members?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q14: Does the task force have proper uniform standards/US&R patches?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L4-Q15: Provide policy/procedures documents for:*** + **Enter document link for resupply of PPE post deployment:**
	+ **Enter document link that describes any storage provided for team personal bags and access limitations:**
	+ **Enter document link that provides a check off list of required PPE:**
 |
| Describe: |
| Policy Link: |  |
| Evaluator Notes |
|  |

## **Score for Logs 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inventory System** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

**Logistics 5 - Warehouse Resources:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.7.9** |

Having adequate warehouse and supporting resources contributes significantly to a task force’s logistic readiness. Some of the features of an adequate warehouse include:

|  |
| --- |
| **L5-Q1: Does the task force have the ability to store all cache items in one central warehouse?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q2: Describe/show cache storage areas?**  |
| Describe: |
| Picture / Diagram Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q3: Is the warehouse co-located near task force’s members and training facilities?**  |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q4: Describe any advantages or challenges based on current configuration?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q5: Describe/show parking areas for deployed members.** |
| Describe: |
| Picture / Diagram Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q6: Is the parking in a secure area? Describe security already in place (fencing, locked site, security monitors, security guard, etc.). Also, describe any additional security provided by the task force or sponsoring agency.** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q7: Is the task force’s warehouse properly outfitted with loading docks, large truck access and storage, and secure storage racks?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q8: Does the task force have minor renovations and modifications to improve warehouse efficiency?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q9: Does the task force have proper safety, fire protection, sanitary, and environmental control? Emergency power capability is preferred.** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q10: Does the task force have adequate space to conduct inventories, maintenance, office administration and mobilization, if applicable?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q11: Are the task force fleet vehicles housed in a safe, secure environment (preferably indoors)?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q12: Does the task force have Material Handling Equipment (MHE) available to efficiently move equipment from warehouse to transportation resources?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q13: Does the task force have an OSHA compliant industrial forklift certification program?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **L5-Q14: Does the task force have adequate security for warehouse and cache items?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

## **Score for Logs 5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Warehouse Resources** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

# Logo  Description automatically generated

# National Urban Search & Rescue Response System

# Readiness Assessment Program (RAP)

# Management Annex

## MANAGEMENT READINESS CRITERIA

Management Readiness is scored based on the five specific factors below:

**Management 1 – Complement of Task Force Administrative Staffing and Resources:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.1.2.1** |

The US&R Readiness Cooperative Agreement requires 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.

|  |
| --- |
| **M1-Q1: How do you staff your task force? Specifically, the “key personnel” who’s positions are staffed to comply with your Statement of Work (program management, grant management, training coordination, warehouse/logistics management, and administrative responsibilities) and yearly Cooperative Agreement Sponsoring Agency Responsibility and Requirements, Section A1.** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M1-Q2: TF Positions** | **% Funded by CA?** | **Full-Time?** | **Part-Time?** | **Comments** |
| Program Manager |  |  |  |  |
| Grants Manager |  |  |  |  |
| Training Officer |  |  |  |  |
| Logistics Officer |  |  |  |  |
| Administrative Asst. |  |  |  |  |
| Additional Comments |   |

It is expected that the day-to-day staff will have adequate facilities, training (e.g., 3rd party Grants Management training and continuing education, MS Access database, and Excel spreadsheets) and resources (e.g., supplies, office furniture and automation equipment) to achieve all the goals of the cooperative agreement.

**Score for Management 1: Maximum 20 Points**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compliment of Staff and Resources** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

**Management 1 Supplemental Questions:**

|  |
| --- |
| **M1-Q3: What is your professional development program for your staff/key personnel?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **M1-Q4: Can your key personnel take training classes in business practices, software, etc.?**  |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **M1-Q5: Is your Grant Manager certified (e.g., Management Concepts, Etc.)? If not, when will they be completed? How many others from the task force have grant certification?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **M1-Q6: Do you have full-time staff meetings? How often? Do you keep minutes of the staff meetings? If so, please upload a couple of samples.** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

It is further expected that the Program Manager implements a process that ensures communication within the task force and stakeholder involvement in the budgeting process. An example would be the inclusion, in some matter, of the functional discipline managers in the equipment and training prioritization.

|  |
| --- |
| **M1-Q7: How do you receive input and prioritize items to be added to the next budget?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M1-Q8: How do you track progress on meeting the Statement of Work and your budget narrative?**   |
| Describe: |
| Document Location Page # or Database Link: |  |

|  |
| --- |
| Evaluator Notes |
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| --- |
| **M1-Q9: How do you share information with the task force? Email? Webpage? Meetings? Please upload a sample or screenshot of an informational message distributed to your task force. If everything posted to your webpage, provide temporary access if feasible, screenshots of examples otherwise?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **M1-Q10: What is the process to review all current performance and budgetary reports in US&R Branch Cooperative Agreement management files, to include current Cooperative Agreement Budget Plan?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

**Management 2 – Complete Accurate Timely Cooperative Agreement Reports:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: N/A** |

**The US&R Readiness Cooperative Agreement requires a number of one time, recurring, and as required reports with due dates:**

**Annual Report – Accurate, On-Time, As Directed by the US&R Branch and Per the Statement of Work:**

|  |
| --- |
| **M2-Q1:**  **Has the task force submitted the following:** |
| [ ]  Yes [ ]  No | **M2-Q1a: Task Force Self-Evaluation?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q1b: Cache Equipment Database?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q1c: HEPP Maintenance Annual Cost Estimates by October 30th of each year? Applicable to just the seven teams with HEPP caches. Enter N/A if you are one of the 21 other task forces.** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q1d: Time-Phased Force Deployment Data (TPFDD) Form (Aircraft Loading Data)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q1e: Deployment/Mobilization Exercise After Action Report (exercises that exceed 24 consecutive hours)?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M2-Q1a to M2-Q1e)**  |
|  |

**Semi-Annual Report – Accurate, On-Time, As Directed by the US&R Branch and Per the Statement of Work:**

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| --- |
| **M2-Q2:**  **Has the task force submitted the following:** |
| [ ]  Yes [ ]  No | **M2-Q2a: Semi-Annual Performance Reports (FEMA Form 089-0-11), within 30-days after the second and fourth quarter?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q2b: Comprehensive reporting of accomplishments and issues?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q2c: Explaining the use of funding status for management and administration, equipment, training, maintenance, and storage.** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q2d: Accurately reflecting expenditures and balances for each open award?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M2-Q2a to M2-Q2d)**  |
|  |

**Quarterly Report – Accurate, On-Time, As Directed by the US&R Branch and Per the Statement of Work:**

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| --- |
| **M2-Q3:**  **Has the task force submitted the following:** |
| [ ]  Yes [ ]  No | **M2-Q3a: Federal Financial Reports (FFR) (SF 425) within 30 days after the quarter?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q3b: Accurately reflecting expenditures and revenues for each open award?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M2-Q3a & M2-Q3b)**  |
|  |

**One Time Report – Closeout Reports due 90 days after the completion of the performance period:**

|  |
| --- |
| **M2-Q4:**  **Has the task force submitted the following:** |
| [ ]  Yes [ ]  No | **M2-Q4a:**  **Closeout report cover letter?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q4b: Refund Check for Federal funds drawn, but not expended, including interest earned as a result of advanced drawdowns? Interest earned amounts up to $500 per year may be retained by the non-Federal entity for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q4c: Final Performance Report for summary of qualitative accomplishments?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q4d: Equipment Inventory (specific to items over $5,000 value) with the Statement of Intent (SOI) of continued use or recommended disposition?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q4e:** **Supply Inventory if the aggregate value of supplies exceeds $5,000?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q4f: Final Federal Financial Report (FFR) – SF 425?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q4g: Final payment and unexpended funds? Specifically, un-liquidated obligations reported to FEMA to permit de-obligation of excess funds?** |
| Describe: |
| Document Location Page # or Database Link : |  |
| Evaluator Notes **(M2-Q4a to M2-Q4g)**  |
|  |

**Amendments – Accurate, On-Time, As Directed by the US&R Branch and Per the Statement of Work:**

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| --- |
| **M2-Q5:**  **Has the task force submitted the following:** |
| [ ]  Yes [ ]  No | **M2-Q5a: Cooperative Agreement Period of Performance time extensions using the Extension/Budget Change Form (FEMA Form 089-0-12) 10-days or more prior to the period of performance end date?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q5b: Was the Time Extension’s Amendment approved by the Grants Assistance Officer?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q5c: Budget Reallocation updates using the Extension/Budget Change Form (FEMA Form 089-0-12) 10-days or more prior to the expiration of the period of performance end date?** |
| Describe: |
| [ ]  Yes [ ]  No | **M2-Q5d: Were the Budget Reallocations approved by the Grants Assistance Officer?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M2-Q5a to M2-Q5d)**  |
|  |

**Score for Management 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accurate and Timely Reporting** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

**Management 3 – Mobilization Plan, Administrative Manual, Memoranda of Agreement, Cooperative Agreement Plans and Integrated Preparedness Plan:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.1.1, 3.1.3, 3.1.4, 3.1.4.1, 3.1.5, 3.5.1. 3.5.2, 3.5.2.1, 3.5.3, 3.5.3.1, 3.5.3.2, 3.5.4, 3.6.1** |

To support a deployment, a task force must have in place several 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.

**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:

|  |
| --- |
| **M3-Q1: Does the Mobilization Plan have a 24-hour points of contact plan?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q2: Does the Mobilization Plan have team notification procedures for advisories, alerts, and activations?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q3: Does the Mobilization Plan have a members call-out procedure and methodologies?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q4: Does the Mobilization Plan include procedures on initiating, receiving, and relaying notifications to key decision makers?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q5: Does the Mobilization Plan have canine health and authorization procedures?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q6: Does the Mobilization Plan have a safety and security plan for cache while enroute?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q7: Does the Mobilization Plan have a point of assembly/check-in process?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q8: Does the Mobilization Plan have a Personal Protective Equipment Issuance/Checkout to insure self-sufficiency for 72 hours?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q9: Does the Mobilization Plan have an equipment cache assembly plan for ground or air deployment?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q10: Does the Mobilization Plan have a scheduled events to be completed at the Point of Departure (POD) in four or six hours, as applicable?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q11: Does the Mobilization Plan have a cache movement plan including appropriate vehicles, planned lodging, stops, maps, maintenance, etc.?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q12: Does the Mobilization Plan have a Point of Departure Plan with a military/civilian airfield?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q13: Does the Mobilization Plan have deployment data for prime mover vehicles, command vehicles, and equipment cache (weights, dimensions, number of pallets, hazardous material list)?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q14: Does the Mobilization Plan have a set-up procedure for Base or Camp?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q15: Does the Mobilization Plan have a demobilization process and return to readiness procedures?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q16: Does the Mobilization Plan have post-mission medical screening procedures for task force members and canines, including worker compensation claims?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q17: Does the Mobilization Plan have After Action Report/Improvement Plan procedures?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

**Administrative Manual** – describing a task force’s day to day operations policies and procedures. The manual should contain the following items, or indicate links to where applicable Sponsoring Agency policies can be found:

|  |
| --- |
| **M3-Q18: Does the Administrative Manual have member recruitment, appointment, assignment, and separation policies? Members pay reimbursement policies with time and payroll reporting. Travel policies and procedures?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q19: Does the Administrative Manual have position descriptions for key personnel? Do the descriptions include reference to their position classification and justification for salary rates?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q20: Does the Administrative Manual have organizational charts that annotate those paid by the US&R Readiness Cooperative Agreement?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q21: Does the Administrative Manual have a Worker’s Compensation procedure?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q22: Does the Administrative Manual have Sponsoring Agency and task force ethics policies and code of conducts?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q23: Does the Administrative Document have a task force Audit/Inspection policy and procedures to include audit finding resolution process?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q24: Does the Administrative Manual have public relations activities?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q25: Does the Administrative Manual have family support during deployments?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q26: Does the Administrative Manual have Federal, State and Local Equal Employment Opportunity Policies?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q27: Does the Administrative Manual have a Records Retention Policy that establishes a schedule and maintenance of all policies, plans, manuals, procedures, training and exercise, and records of the US&R resources?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q28: Does the Administrative Manual have documentation indicating that the Sponsoring Agency has adopted the National Incident Management System (NIMS)?** |
| [ ]  Yes [ ]  No | Describe: |
| Doc Date: |  |  |
| Document Location Page # or Database Link |  |
| Evaluator Notes |
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| **M3-Q29: Does the Administrative Manual have documentation that a member notification system is in use, members are trained in its use, periodic notification testing occurs, system maintenance occurs, and a back-up notification system exists?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q30: Does the task force have a DOT compliant drug and alcohol testing program for CDL drivers?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

**Memorandum of Agreement (MOA)** – the MOA sets forth responsibilities with respect to participation in the National US&R Response System:

|  |
| --- |
| **M3-Q31: Does the sponsoring agency have a current MOA with FEMA?** |
| [ ]  Yes [ ]  No | Describe: |
| Doc Date: |  |  |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q32: Does the task force have participating agencies?** |
| [ ]  Yes [ ]  No | Describe: |
| **M3-Q32a: If yes, does the task force have Participating Agency Agreements that includes legal liability issues?** |
| [ ]  Yes [ ]  No | Describe: |
| Evaluator Notes |
|  |

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| --- |
| **M-3-Q33: Does the task force have affiliated team members?** |
| [ ]  Yes [ ]  No | Describe: |
| **M3-Q33a: If yes, does the task force have Affiliated Team Member Agreements that includes salary, fringe benefits, and legal liability issues?** |
|  | Describe: |
| Evaluator Notes |
|  |

**Integrated Preparedness Planning (IPP)** – describing a task force’s yearly planned training and equipment management events and schedules:

|  |
| --- |
| **M3-Q34: Does the Integrated Preparedness Plan have a calendar of all significant task force, FEMA, and local events?** |
| [ ]  Yes [ ]  No | Describe: |
| Document location Page # or Database Link: |  |
| Evaluator Notes |
|  |

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| --- |
| **M3-Q35: Does the Integrated Preparedness Plan have scheduled periodic training sessions and drills including topics, applicable US&R position functions, dates/times, duration, frequency?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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| --- |
| **M3-Q36: Does the Integrated Preparedness Plan have scheduled exercises?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
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|  |
| --- |
| **M3-Q37: Does the Integrated Preparedness Plan have equipment deployment exercises?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page #’s or Database Link: |  |
| Evaluator Notes |
|  |

**Score for Management 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plans and Memoranda of Agreement** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

**Management 4 – Financial and Accounting Processes and Records:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: 3.1.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5,** |

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, tracking expenditures, and tracking of cash disbursements/reimbursements to ensure those funds have been properly spent and accounted for. The Sponsoring Agency’s finance and accounting systems should provide the following:

|  |
| --- |
| **M4-Q1: Does the task force have Cooperative Agreement files in an organized filing system for (electronic or paper) each Cooperative Agreement. Do the Cooperative Agreement files include the following:** |
| [ ]  Yes [ ]  No | **M4-Q1a: Payment/drawdown confirmations and supporting documentation.** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q1b: Notice of Funding Opportunity and attachments (SOW, Appendices, etc.)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q1c: Approved Budget Narrative/Application and Award package?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q1d: All reports applicable to the Cooperative Agreement (e.g., Semi Annual Performance Reports, Quarterly Financial Reports, Self-Evaluation submission, etc.)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q1e: Budget and current balance tracking?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q1f: Amendment requests and approvals (where applicable supplemental funding, etc.)** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q1g: Closeout package (when applicable)?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q1a to M4-Q1g)**  |
|  |
| **M4-Q2: Does the task force implement Financial Accounting Systems to manage its Cooperative Agreement files:** |
| [ ]  Yes [ ]  No | **M4-Q2a: What financial and or accounting systems does the task force utilize, and what purpose do they serve?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q2b: Cooperative Agreement major categories/activities and transfers between accounts made in accordance with cooperative agreement terms?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q2c: Accounting records for each Cooperative Agreement that tracks the approved budget costs (according to approved FF-089-0-10 Budget Narrative)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q2d: Accounting documentation/records for each Cooperative Agreement that tracks the actual costs spent?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q2e: Accounting records for each Cooperative Agreement that tracks the balance per Program Category/Activities/Object Class?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q2f: Are all grant revenues and expenditures for this program able to be identified in the accounting system with unique codes (to include Readiness and Response CAs)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q2g: Does the task force have accounting records identifying the sources and uses of funds including cooperative agreement awards, authorizations, obligations, unobligated balances, assets, liabilities, expenditures (outlays), and income?** |
|  | Describe: |
| [ ]  Yes [ ]  No | **M4-Q2h: Does the task force have source documents (cashed checks, paid bills, payrolls, time and attendance records, purchase agreements and contracts) supporting accounting records?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q2a to M4-Q2h)**  |
|  |
| **M4-Q3: Does the task force have Accounts Payable Financial Accounting Policies and Procedures for each Cooperative Agreement:** |
| [ ]  Yes [ ]  No | **M4-Q3a: Does the task force have an accounts payable policy?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q3b: Does the task force have a SOP for reconciling cleared/cashed checks for payments made by the US&R Readiness Cooperative Agreement?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q3c: Does the task force have timely cash disbursement reports showing transactions/ accountability?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q3d: Does the task force have procedures to minimize time elapsed between expenditure and reimbursement?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q3a to M4-Q3d)**  |
|  |

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| --- |
| **M4-Q4: Does the task force have Accounts Receivable Financial Accounting Policies and Procedures for each Cooperative Agreement:** |
| [ ]  Yes [ ]  No | **M4-Q4a: Does the task force have accounts payable financial accounting policies and procedures for each Cooperative Agreement:** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q4b: Does the task force reconcile between Payment and Reporting System (PARS), FEMA GO, cash management reports and semi-annual Cooperative Agreement performance report spreadsheets?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q4c: Does the task force have confirmation of payment request(s) or PARS drawdowns listing date of request and the date of transfer to the appropriate account? For example, email confirmations, reconciliation of drawdown records and accounting systems?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q4d: Does the task force have a SOP for tracking & reconciling cooperative agreement funds from award to closeout?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q4a to M4-Q4d)**  |
|  |
| **M4-Q5: Does the task force have Governmental Accounting Standard Audit Policies and Procedures for each Cooperative Agreement:** |
| [ ]  Yes [ ]  No | **M4-Q5a: Does the task force have effective internal control and accountability for cash, property and other assets?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q5 b: Does the task force follow all regulations, policies, and directives when disposing of property, equipment, and vehicles in accordance with the Cooperative Agreement?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q5 c: Does the task force have systems that are readily auditable by Federal, Congressional, State and Local audit agencies?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q5d: Does the task force have periodic on-site audits by Sponsoring Agency’s CPAs or licensed public accountants (Single Audit Program – 2 CFR Part 200, Subpart F)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q5e: Are Audits accomplished? When was the last Audit? Were there any findings?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q5a to M4-Q5e)**  |
|  |
| **M4-Q6: Does the task force have credit card financial accounting policies and procedures for each Cooperative Agreement:** |
| [ ]  Yes [ ]  No | **M4-Q6a: Does the task force’s Sponsoring Agency have a charge card policy/issuance to support task force day to day operations and deployments? To include the following?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q6b: Fleet cards for vehicle fuel/maintenance?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q6c: Travel cards for deployment lodging & food?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q6d: Purchase cards for minor mission-related purchase of goods and services?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q6a to M4-Q6d)**  |
|  |
| **M4-Q7: Does the task force have Purchasing Financial Accounting Policies and Procedures for each Cooperative Agreement:** |
| [ ]  Yes [ ]  No | **M4-Q7a: Does the task force have cost principles, agency regulations, and cooperative agreement requirements followed in determining the reasonableness, allowable and allocability of costs?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7b: Does the task force have a policy for suspension and debarment verifications?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7c: Does the task force have documentation that all procurement awards are made to Responsible Contractors including evidence that the vendor’s status has been verified in the System for Award Management (www.sam.gov)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7d: Does the task force have purchasing processes? Do they ensure the following** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7e: Efficient procedures for purchase request processing including polices for low dollar single sources?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7f: Thresholds for competitive procurement to sole source justification documentation for use of GSA Schedules?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7g: Price below cache list cost cap/GSA unit price?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7h: Efficient sign-off/approval policy?** |
|  |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7i: What financial and or accounting systems does the task force utilize, and what purpose do they serve?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7j: Procedures are in place to handle no-notice procurement situations (e.g., bus rental for task force activation)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7k: Blanket purchase agreements in place with local suppliers for repetitive re-supply items (e.g., office copier maintenance, test equipment calibration, batteries, vehicle maintenance, and pharmaceutical supplies)?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q7l: Is there an automated system in place to monitor the status of outstanding purchase requisitions, purchase orders, and deliveries?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q7a to M4-Q7l)**  |
|  |
| **M4-Q8: Does the task force have Financial Accounting Policies and Procedures for each Response Cooperative Agreement:** |
| [ ]  Yes [ ]  No | **M4-Q8a: Does the task force have proper tracking of the current Response Cooperative Agreement, which includes?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q8b: Amendments (FF40-21s) per modification (activation/incident)?** |
|  |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q8c: MOAs and documentations/spreadsheets track each obligation, reimbursement, and de-obligations?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q8d: Tracking of the Response Cooperative Agreement that should be separate from all Readiness Cooperative Agreement files?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q8e: Sponsoring Agency records supporting timely submission of claims for reimbursement following demobilization?** |
|  |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q8a to M4-Q8e)**  |
|  |

|  |
| --- |
| **M4-Q9: Does the task force have Financial Accounting Policies and Procedures for each Supplemental Award:** |
| [ ]  Yes [ ]  No | **M4-Q9a: Has the task force purchased all specifically identified items pertaining to equipment cache recapitalization with supplemental funding?** |
| Describe: |
| [ ]  Yes [ ]  No | **M4-Q9b: Does the agency track supplemental funding spending? Explain how?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M4-Q9a to M4-Q9b)**  |
|  |

**Score for Management 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial and Accounting Processes** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |

**Management 5 – Task Force Support Functions:**

**Maximum Score 20**

|  |
| --- |
| **ANSI Standards Validated: N/A**  |

**Task Force support functions play a critical role 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:**

|  |
| --- |
| **M5-Q1: Does the task force accomplish human resource processes to fill vacancies in a timely manner (i.e., member requisitions, job classification standards/ grades/salary level, candidate registers)?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **M5-Q2: Does the task force have reimbursement policies for uniformed and civilian members including portal-to-portal pay, fringe benefits, labor relations, and worker’s compensation?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

|  |
| --- |
| **M5-Q3: Does the task force provide technology support for the task force’s needs for support of task force computer requirements (i.e., repairs, system administration, upgrades, etc.), email accounts, network operations, security, privacy, and redundancy system availability?** |
| [ ]  Yes [ ]  No | Describe: |
| Document Location Page # or Database Link: |  |
| **If no, how is it accomplished?** |
| Evaluator Notes |
|  |

|  |
| --- |
| **M5-Q4: How does the task force accomplish and pay for the following:** |
| [ ]  Yes [ ]  No | **M5-Q4a: Adequate office facilities?** |
| Describe: |
| [ ]  Yes [ ]  No | **M5-Q4b:**  **Custodial support?** |
| Describe: |
| [ ]  Yes [ ]  No | **M5-Q4c:**  **Maintenance?** |
| Describe: |
| [ ]  Yes [ ]  No | **M5-Q4d:**  **Warehouse lease?** |
| Describe: |
| [ ]  Yes [ ]  No | **M5-Q4e:** **Office furniture?** |
| Describe: |
| [ ]  Yes [ ]  No | **M5-Q4f:**  **Utilities?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes **(M5-Q4a to M5-Q4f)**  |
|  |

|  |
| --- |
| **M5-Q5: Automated system in place to monitor the status of outstanding purchase requisitions, purchase orders, and deliveries?** |
| Describe: |
| Document Location Page # or Database Link: |  |
| Evaluator Notes |
|  |

**Score for Management 5**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sponsoring Agency Support** | **Max Points** | **Task Force Points** | **Weight Factor** | **Task Force Score** |
| From General Scoring Matrix | 10 |  | 2.0 |  |