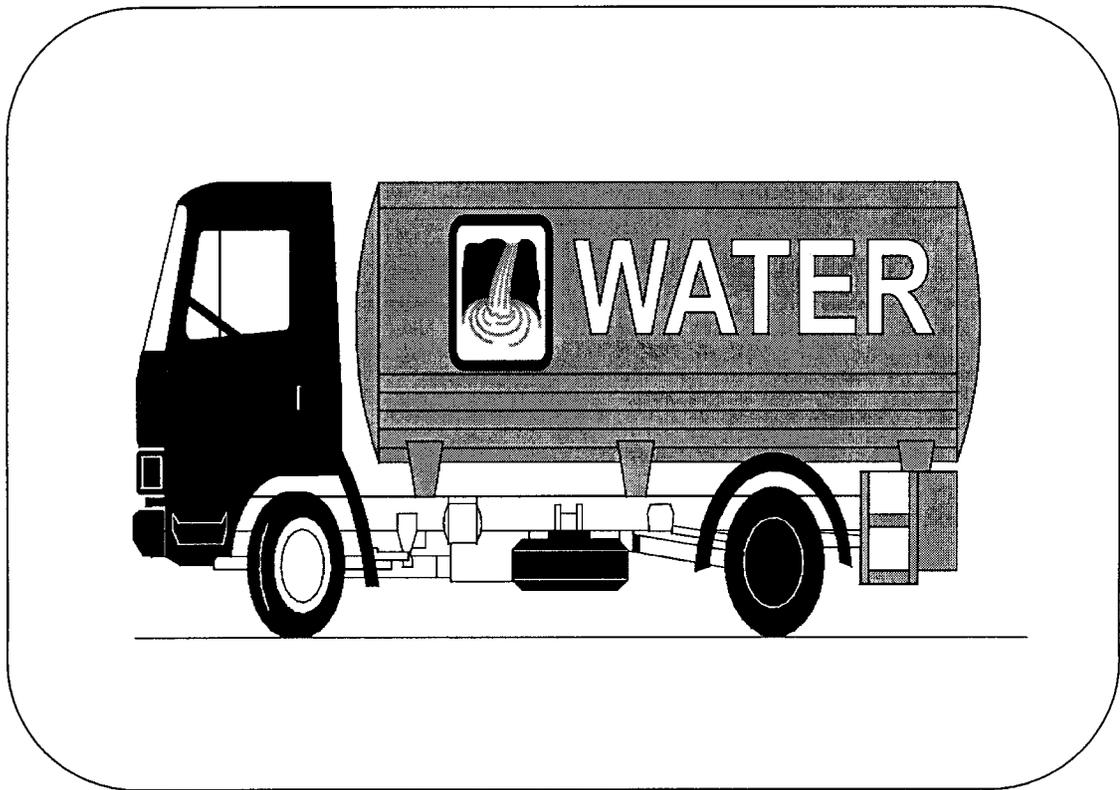




U.S. ARMY CORPS OF ENGINEERS



# DISASTER GUIDEBOOK



JUNE 1999

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## EMERGENCY WATER MISSION

1. **Purpose.** The purpose of this document is to provide guidance on executing the Emergency Water mission in support of the Federal Response Plan. The guidance focuses on the mission life cycle process (MLC). The life cycle elements include Disaster Preparedness, Pre-Event Planning/Actions, Disaster Strikes, Post Event Planning/Actions, and Lessons Learned/Remedial Action Plan. Both concepts of the PRT and MLC are fully supported by FEMA, HQUSACE, and all Divisions and Districts.

2. **Mission Definition.** Provide an emergency supply of potable water, both bottled and bulk, to include procurement, transportation, and distribution to impacted areas for response personnel and use by the general public.

### 3. **Emergency Water Team Assignments and Staffing.**

a. **Lead Division Assignment.** The lead division coordination responsibility for the Emergency Water mission has been assigned to North Atlantic Division (NAD). NAD responsibilities include leadership and mentoring of the assigned Planning and Response Team (PRT) Districts, monitoring status of team staffing, assuring teams are aware of pending training, hosting training sessions, assuring database information is current, and monitoring and disseminating current team changes and information.

b. **Emergency Water Team Assignments:** The following USACE districts have been designated to provide Emergency Water PRTs for emergency response on a rotating basis:

LRC	Great Lakes & Ohio River Division, Chicago District
MVK	Mississippi Valley Division, Vicksburg District
NAE	North Atlantic Division, New England District
NWK	Northwestern Division, Kansas City District
SAW	South Atlantic Division, Wilmington District
SPN	South Pacific Division, San Francisco District
SWD	Southwestern Division, Little Rock District

Current rotational status can be obtained from Englink Interactive at <http://englink2.usace.army.mil/>

c. **Team Staffing.** The staffing of the PRTs is designed to provide the minimum number of personnel to effectively manage and support the execution of the mission in concert with the responding Emergency Response and Recovery Office (ERRO) command and control structure. The team configuration is designed to staff the three operational functions required to execute a major Federal Response Plan (FRP) mission. These three operational functions are; the Emergency Support Function (ESF) #3 element at the Disaster Field Office (DFO), Emergency Response and Recovery Office (ERRO), and the Logistical Staging Operations area(s). The premise of this concept is to work as a team being; totally familiar with the mission details and responsibilities and to execute the mission with maximum effectiveness

and efficiency. Additional information relative to the PRT Concept is contained in Appendix A, Planning & Response Team (PRT) Concept.

The Emergency Water Team staffing is as follows:

ESF#3 Action Officer  
Mission Manager  
Mission Specialist  
Contract Specialist  
Logistics Team Member

Mission Specialist } Night Shift (if required)  
Logistics Team Member } Night Shift (if required)

Figure 1 below depicts the location of each PRT staffing element in relation to the operational functions. Figure 2 depicts the basic operational responsibilities of each function.

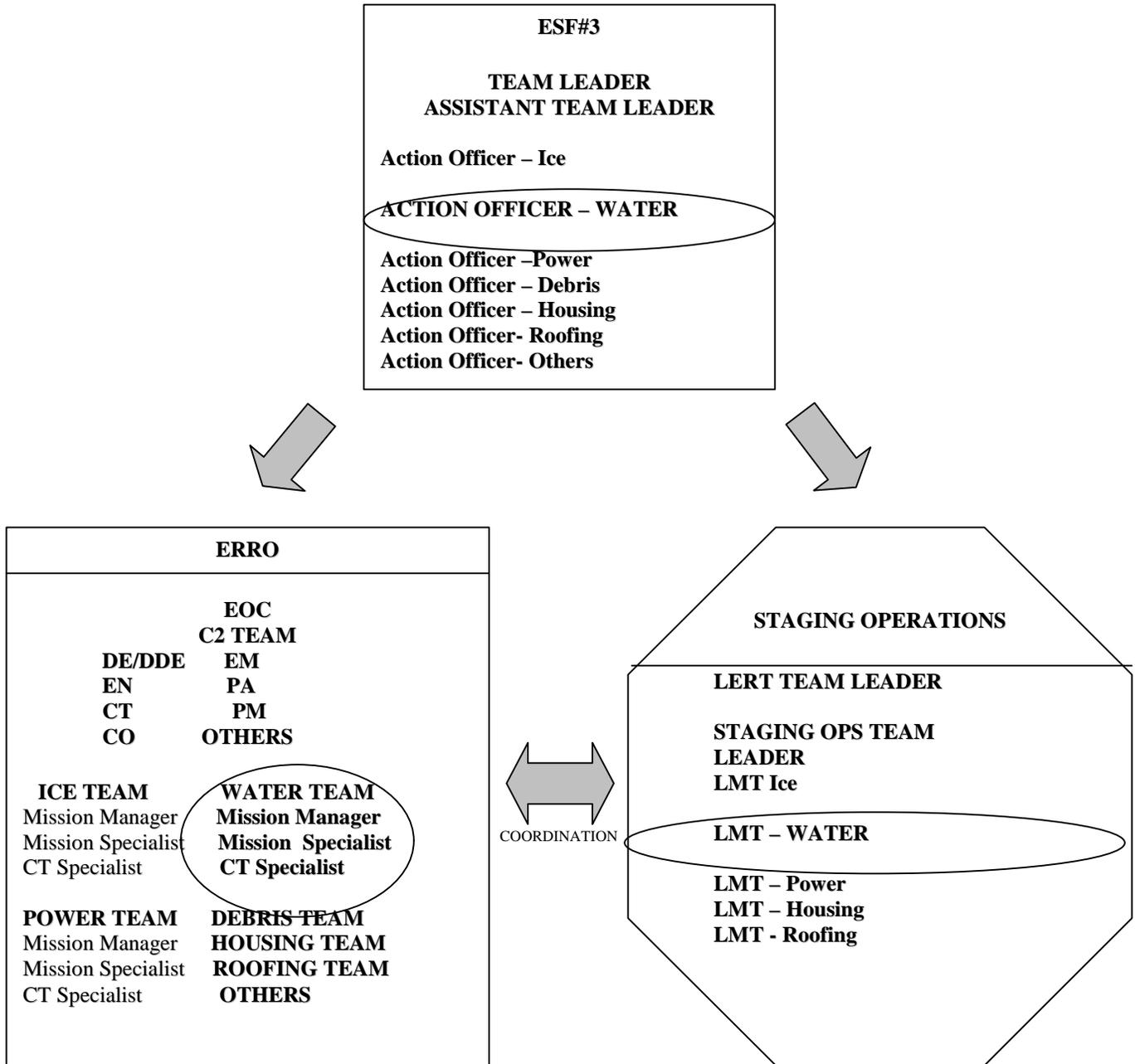


Figure 1

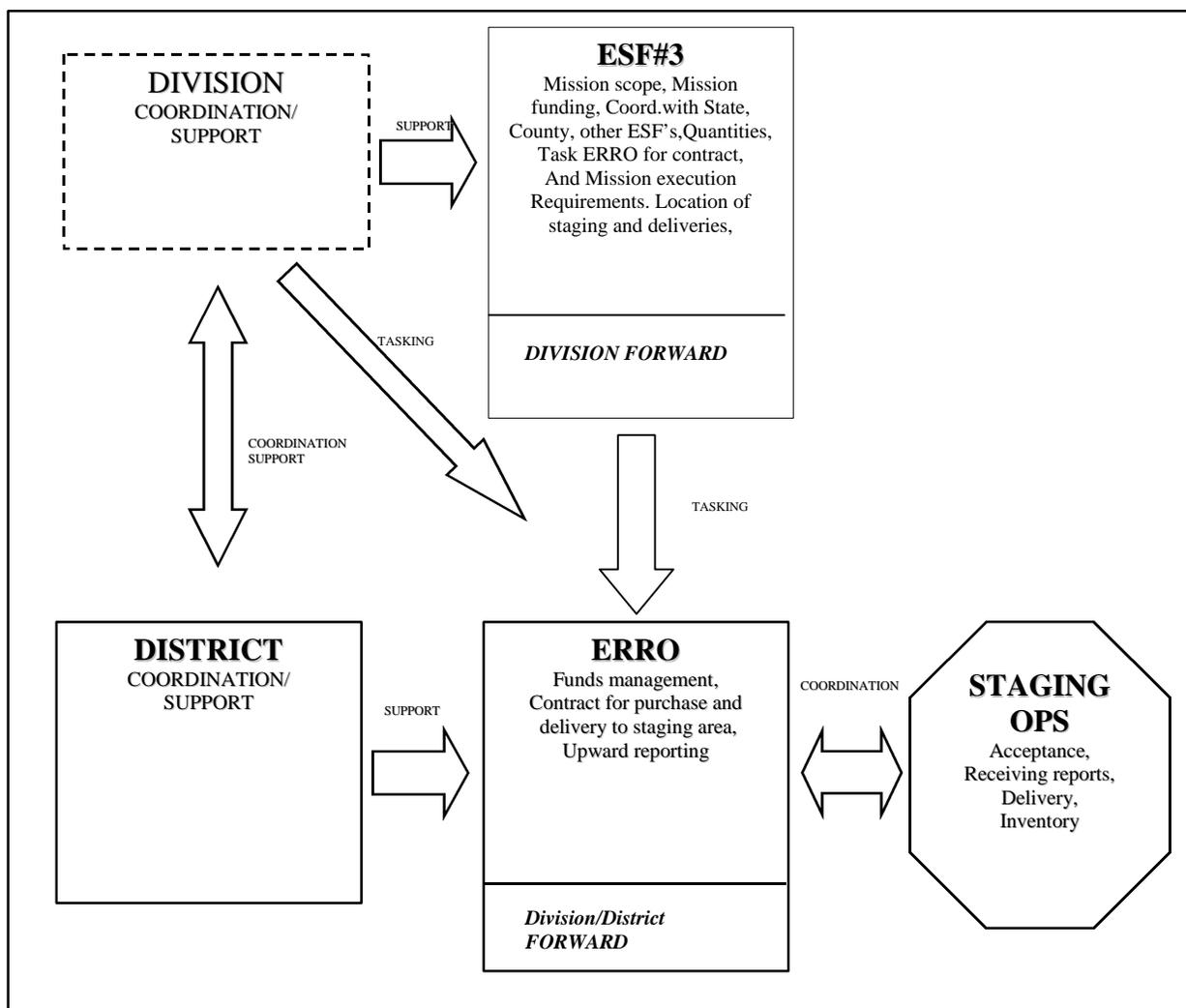


Figure 2

#### 4. Mission Execution:

a. **Concept of Operations:** The assignment of a PRT gives a District full responsibility for the mission life cycle. The District Water PRT will be responsible for response within their assigned Division, unless otherwise directed by the Division Commander. When activated, by the USACE Operations Center (UOC), mission support outside of their assigned Division will be on a rotational basis. Procedures for the PRT Activation, Deployment, and Disengagement are contained in Appendix B. Oversight of each Emergency Water PRT is the responsibility of the respective Emergency Manager. The Emergency Water Mission will be executed in the following phases:

(1) **Preparedness Phase:** Advance preparation is critical to an Emergency Water PRT's ability to manage and support the execution of their assigned mission. This section outlines the preparedness actions that must be made in order to successfully deploy the Emergency Water PRT and effectively execute the mission. Appendix C - Mission

Planning/Execution Responsibilities, Tab 1 (Preparedness Phase Responsibilities) provides overall mission responsibilities for this phase.

(2) **Pre-declaration Mission Phase:** This phase of the emergency water mission focuses on delivering a small amount of bottled drinking water to a pre-designated staging area near the anticipated disaster area so that delivery of potable drinking water can begin within 24 hours of the Presidential Disaster Declaration. The Pre-scripted Mission Assignment which provides the scope of the pre-declaration water mission is contained in Appendix D. The pre-declaration mission is physically complete upon determination that water demands can be met by other sources or upon issuance of a post-declaration mission assignment. Appendix C - Mission Planning/Execution Responsibilities, Tab 2 Pre-declaration Phase Responsibilities) provides mission responsibilities for this phase.

(3) **Post-declaration/Physical Mission Phase:** This phase of the mission focuses on meeting all water requirements that are tasked by the Federal Emergency Management Agency (FEMA) to ESF #3. The Pre-scripted Mission Assignment, which provides the scope of the post-declaration emergency water mission, is contained in Appendix D. The post-declaration mission termination/physical mission closeout occurs when adequate supplies of potable water are available to the general public via commercial sources or by public systems as determined by FEMA. Appendix C - Mission Planning/Execution Responsibilities, Tab 3 (Post-declaration Phase Responsibilities), provides mission responsibilities for this phase. Tab 4 - Post declaration Phase - Team Transition Plan provides guidance to both the outgoing PRT and incoming PRT on the transition and hand-off of an on-going mission.

(4) **Post-Mission Phase:** This phase of the operation is the period following the physical mission close-out. It includes financial close-out, the identification and documentation of lessons learned, and the preparation of an After Action Report to summarize the mission operations and identify corrective action required.

b. **Disaster Model:** A mathematical tool has been developed to aid in the estimation of the continuing demand for emergency water supplies. The Model generates an estimated water requirement based on households without power. Appendix E contains samples generated by the model. The diskette, included with this guide, contains the model. It is important to remember that this is an **estimate only**. Accurate estimates of need should be obtained through liaison with the impacted state/government and humanitarian support agencies.

## 5. Special Coordination Issues.

- a. Testing Requirements: TBD. See Appendix F, Water Testing Procedures.

## 6. Functional Support:

a. **Real Estate Requirements.** Support to the Emergency Water mission may require access to or acquisition of real property (right-of-entry or lease). Proper Right-of-Entry (ROE) must be in place before government personnel or government contractors may enter private property. The following facilities are necessary to support the mission and may require close coordination with FEMA prior to usage:

(1) **Staging areas.** Warehousing/receiving/distribution centers for water storage.

(2) **Distribution Sites.** Typically commercial shopping centers and grocery store parking lots are used.

b. **Public Affairs.** Public Affairs should be proactive in supporting the emergency water operations. Activities would include preparing notices of water distribution locations and schedules, notices of treatment measures, and notices of emergency repairs.

c. **Contracting.** Contract support requirements are contained in Appendix G, Contracts.

d. **Logistics.** Logistical support is identified in Appendix I.

e. **Resource Management.** Support required from Resource Management organization is contained in Appendix H.

7. **Reporting.** Upward reporting should include Essential Elements of Information contained in Appendix K. Sample reports are also included in this appendix.

8. **After Action.** An important part of any mission is the self-assessment and review of the team performance during the event. Development of written lessons learned and analysis is the responsibility of every team member. The goal of this effort is to provide a corporate memory of successes and failures, which can be eventually integrated into training of future mission teams. The Initial Assessment Team during and after the event will solicit unbiased observations and recommendations. Written comments and recommendations will be forwarded to the AO who will provide the combined comments to the Assessment team.

## Appendix A - Planning & Response (PRT) Concept

**The Planning and Response Team (PRT) Concept:** The Planning and Response Teams (PRTs) are the keystone of the Readiness 2000 (R2K) concept. The premise behind R2K is to develop a national strategy that aligns the Readiness community into a corporate USACE team. The standard Federal Response Plan (FRP) missions are Ice, Emergency Water (Potable), Emergency Power, Temporary Housing, Debris Removal, and Temporary Roofing. This FRP requirement combined with Public Law 84-99 program and the Catastrophic Disaster Preparedness Program (CDPP) quickly overwhelm the district's EM planning capabilities, causing steep learning curves and inefficiencies during emergency response operations.

The PRT concept is to assign divisions/districts a definitive FRP mission(s) for planning and execution based on a corporate strategy. A singular mission allows a district to concentrate on the necessary planning effort required to provide detailed information needed for mission execution and to train specialized response personnel. The PRT concept creates a sharing atmosphere, promotes information exchange, allows ownership, and levels the workload across the Corps. With all EM team members across the Corps working a total coordinated effort, sharing the planning information and response personnel, the readiness posture of USACE will be lifted to maximum levels.

The objectives of the PRTs are to provide a planning/information base that supports all of the USACE emergency missions and to provide a trained cadre of responders familiar with the planning data to support emergency operations.

The PRT concept is based upon six basic planning assumptions.

1. All CONUS districts will be assigned an FRP mission.
2. National strategy is based upon supporting two major events simultaneously.
3. All MSCs will have initial response mission capabilities for ice, water, and emergency power.
4. Missions/teams will be assigned to MSCs and MSCs will assign missions/teams to districts.
5. Mission planning data and response team information will be coordinated and shared via a national database.
6. PRTs will be "attached" or "OPCON" to the impacted ERRO.

The different types and numbers of teams are as follows:

Ice - 7	Temporary Housing - 5
Water - 7	Emergency Access - 1
Emergency Power - 8	Temporary Roofing - 4
Debris Removal - 7	Structural Safety Assessment - 4

TOTAL NUMBER OF TEAMS - 43

PRT coordination will be provided by assigning a lead division for each mission. The lead division's responsibilities includes monitoring status of team staffing, assuring teams are aware of pending training, hosting the training sessions, assuring database information is current, and monitoring and disseminating current team changes and information.

These assignments are:

- Great Lakes & Ohio River Division (LRD) - Emergency Power
- Mississippi Valley Division - Debris
- North Atlantic Division - Emergency Water
- Northwestern Division - Temporary Roofing
- South Atlantic Division - Temporary Housing
- Southwestern Division - Ice
- South Pacific Division - Emergency Access/Structural Assessment

## **Appendix B - Activation, Deployment, Disengagement Procedures**

1. Only after coordination with FEMA will HQ USACE Emergency Operations Center (UOC) notify the Lead Division's EM/Readiness office to activate mobilization of the various team members. Each team member has already received a commitment and endorsement by their commander and supervisor, as ready for deployment. Each cadre member is required to be ready to deploy within six (6) hours of notification. Arrival at the mission site will of course be dependent on commercial airline schedules; however, the six-hour deployment requirement is understood by all cadre members and agreed upon prior to training. The district EM is responsible for:

- a. Keeping team informed on response deployment status to include alert, standby, and actual deployment.
- b. Coordinating with requesting division on required team composition.
- c. Coordinating deployment details to include travel orders, deployment location, POCs, transportation requirements, and lodging.

2. The UOC will issue a tasker to the supporting division with information copy to the supporting district PRT for alert, activation, and deployment actions. Examples of these three actions are provided at Tabs 1 through 3.

**Appendix B - Activation, Deployment, Disengagement Procedures  
Tab 1 Sample PRT Alert Tasker**

ACTION REQUIRED

ACTION: **(List MSC of ALERTED PRT)**

INFO: **(List District EOCs of ALERTED PRTs, Lead Division EOC for each PRT mission anticipated, CESAM-EOC ENGLINK Coordinator)**

SUBJECT: **ALERT PRT Status**

EVENT NAME: **(Insert Event Name)**

UOC Task No.: **(UOC Assigned)**

SUSPENSE: **(Identify date and time for Action addressees to contact UOC)**

1. The Federal Emergency Management Agency (FEMA) has alerted USACE of possible mission assignments for **(List potential missions, i.e. Emergency Power, Water, Ice, etc.)** in response to the **(Add Event Name)**.
2. The following PRT(s) is/are placed in an **ALERT** status for response to this event. This/These team(s) should take necessary actions to prepare personnel and equipment for deployment within 6 hours of notification, by separate UOC tasker, to activate.

LIST PRT District - Mission (i.e. Emergency Power)  
LIST PRT District - Mission (i.e. Emergency Water)

3. Notify your team(s) of their status and ensure contact is available on a 24-hour basis.
4. Advise the UOC of the readiness status of your MSC's PRT. The following statement is to be included in your response to the UOC, **“The \_\_\_\_\_ MSC Commander reports the PRT is (ready or not ready) for deployment.”** Provide the UOC, the (Supported MSC) EOC and (Supported District) EOC with the names and assigned positions of the ALERTED team members.
5. DO NOT deploy the PRT without instructions from the HQ UOC.
6. POC for this action is \_\_\_\_\_ at 202-761- \_\_\_\_\_.

COORDINATION:

REQUESTED BY:  
TITLE:

RELEASED BY:  
TITLE:

**Appendix B - Activation, Deployment, Disengagement Procedures**  
**Tab 2 Sample PRT Deployment Tasker**

**PRE-DECLARATION/PRE-DECLARATION DEPLOYMENT**

ACTION: (MSC of PRT to be DEPLOYED)

INFO: (List District of DEPLOYED PRT, Supported MSC, Supported District, Lead PRT MSC, CESAM-EOC ENGLINK Coordinator)

SUBJECT: PRT DEPLOYMENT – (List Event Name) Support

EVENT NAME: (Insert Event Name)

UOC Task No.: (UOC Assigned)

SUSPENSE: (Identify date and time for Action addressees to contact UOC)

1. Request immediate deployment of the following PRT(s) in response to (Insert Event Name).

LIST PRT District – Mission – Management/Support Team

2. Initial pre-declaration Travel orders should limit deployment to 5-7 days and reflect travel to **(insert pertinent information)**. Upon receipt of a post-declaration mission assignment, new travel orders will be required to assure proper funding citation is utilized. Total length of deployment will be approximately 30 days. Report date for team is **(ENTER DATE)**.

3. The following information is provided: **(Tailor to the event, add special requirements.)**

- a. POC at the disaster site is **(POC Name)** at **(Enter location/telephone number)**.
- b. Government lodging will be furnished.
- c. Government vehicle will be furnished.
- d. Inoculations and safety information will be provided by **(Insert Supported District)** Safety.

4. MIPR for this PRT deployment will be provided by **(Insert supported District)**. PRT members' travel itineraries, official travel orders and Standard USACE Personnel Information Sheet (PIS) should be faxed to **(Insert supported MSC/District EOC, include FAX number)**.

5. **DO NOT DELAY** Team Departure while awaiting receipt of funds/MIPR. Deployment of team members by Verbal Order of Commander (VOCO) is authorized.

6. Direct coordination between the supporting/supported District is authorized.

7. The deployed PRT members will be attached to (Insert Supported MSC).

8. Deploying PRT members are responsible for bringing copies of Travel Orders, this deployment tasker, Government Credit Card, sufficient cash, Driver's license, Mission Guides, support equipment needed to accomplish the assigned mission, emergency (visibility) clothing and personal items.

9. Report the receipt of this tasker to the UOC. Advise the UOC of the date and time of the PRT's departure.

**PRE-DECLARATION/PRE-DECLARATION DEPLOYMENT (Cont.)**

10. POC for this action is \_\_\_\_\_ at 202-761-\_\_\_\_\_.

COORDINATION:

REQUESTED BY:  
TITLE:

RELEASED BY:  
TITLE:

## POST-EVENT/POST-DECLARATION DEPLOYMENT

### ACTION REQUIRED

ACTION: (MSC of PRT to be DEPLOYED)

INFO: (List District of DEPLOYED PRT, Supported MSC, Supported District, Lead PRT MSC, CESAM-EOC ENGLINK Coordinator)

SUBJECT: PRT DEPLOYMENT

EVENT NAME: (Insert Event Name)

UOC Task No.: (UOC Assigned)

SUSPENSE: (Identify date and time for Action addressees to contact UOC)

1. Request immediate deployment of the following PRT(s) in response to (Insert Event Name).

LIST PRT District – Mission

2. Length of deployment is approximately 30 days. Travel orders should reflect travel to (insert TDY destination). Report date for team is **(ENTER DATE)**.

or

2. Length of deployment is approximately 30 days. Travel orders should reflect travel to (insert TDY destination). Report date for team is **(ENTER DATE/Travel date)**. The team will begin a three-day transition on Enter date (Initial Work date), with the existing PRT.

3. The following information is provided: **(Tailor to the event, add special requirements.)**

- a. POC at the disaster site is **(POC Name)** at **(Enter location/telephone number)**.
- b. Government lodging will be furnished.
- c. Government vehicle will be furnished.
- d. Inoculations and safety information will be provided by \_\_\_\_\_ Safety.

4. MIPR for this PRT deployment will be provided by **(Insert supported District)**. PRT members' travel itineraries, official travel orders and Standard USACE Personnel Information Sheet (PIS) should be faxed to **(Insert supported MSC/District EOC, include FAX number)**.

5. **DO NOT DELAY** Team Departure while awaiting receipt of funds/MIPR. Deployment of team members by Verbal Order of Commander (VOCO) is authorized.

6. Direct coordination between the supporting/supported District is authorized.

7. The deployed PRT members will be attached to (Insert Supported MSC).

8. Deploying PRT members are responsible for bringing copies of Travel Orders, this deployment tasker, Government Credit Card, sufficient cash, Driver's license, Mission Guides, support equipment needed to accomplish the assigned mission, emergency (visibility) clothing and personal items.

9. Report the receipt of this tasker to the UOC. Advise the UOC of the date and time of the PRT's departure

**POST-EVENT/POST-DECLARATION DEPLOYMENT (Cont.)**

8. POC for this action is \_\_\_\_\_ at 202-761-\_\_\_\_\_.

COORDINATION:

REQUESTED BY:  
TITLE:

RELEASED BY:  
TITLE

**Appendix B - Activation, Deployment, Disengagement Procedures  
Tab 3 Sample PRT Disengagement Tasker**

ACTION REQUIRED

ACTION: **(Supported MSC) EOC, Supported District EOC**

INFO: **List Supporting District, Lead PRT Division, CESAM-EOC ENGLINK Coordinator**

SUBJECT: PRT DISENGAGEMENT

EVENT NAME: **(Insert Event Name)**

UOC Task No.: **(UOC Assigned)**

SUSPENSE: **(Effective Date of Disengagement)**

1. Based on information provided by the **(Supported MSC) EOC**, the **(Supporting District) PRT (Specify management/support element)** will no longer be required to support the **(Insert Mission, i.e. Water, Ice, Debris, etc)** mission in **(add location of support, State/Territory)** as of **(Insert Date)**. The **(Supporting District) PRT** is released from HQ control effective **(Insert Date/Time)** hrs and will depart for home station on **(Insert Date)**.
2. Prior to PRT release, ensure a three-day transition period is accomplished with the replacement PRT, if applicable and conduct a hotwash with team members to capture lessons learned prior to departure.
4. Request **(Disengaged PRT District) EOC** advise HQ UOC of teams' return to home station.
5. POC for this action is **(Insert Name)** at 202-761- \_\_\_\_\_.

COORDINATION:

REQUESTED BY:  
TITLE:

RELEASED BY:  
TITLE:

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**Appendix C - Mission Planning/Execution**  
**Tab 1 Preparedness Phase Responsibilities**

**1. Preparedness Phase:** Advance preparation is critical to an Emergency Water PRT's ability to execute their assigned mission. This section outlines the preparedness actions that must be made in order to successfully deploy the Emergency Water PRT and effectively execute the mission.

**a. State/Local Governments.**

(1) Identify potential mobilization centers and staging areas.

(2) Provide an inventory of critical facilities (shelters, water treatment and distribution systems, sewage treatment systems, hospitals, etc) to include a brief description of each facility with points of contact and telephone numbers. Prepare maps showing the primary and secondary distribution and collection lines, and locating the facilities identified above. Locations in a compatible GIS coordinate system would facilitate distribution.

(3) Prepare maps designating critical transportation routes and facilities.

**b. Emergency Water Lead Division:**

(1) Provide leadership and mentoring to the assigned Water PRT districts.

(2) Advise Lead Division Commander and Senior Staff , annually, on PRT concept and PRT status.

(3) Advise Parent Division of any readiness deficiencies of PRTs.

(4) Provide status on readiness of PRTs to HQ USACE

(5) Develop and maintain a list of PRT Subject Matter Experts (SME).

(6) Serve as proponent for PRT training curriculum, in coordination with the Readiness Support Center.

(7) Review and screen district PRT trainee list for compliance with established qualification standards and team templates.

(8) Ensure PRTs have been adequately trained and equipped for deployment.

(9) Ensure PRT databases for both personnel and vendors are current and that proper coordination with industry has occurred.

(10) Confirm proper scopes of work and contracting procedures are in place to support mission requirements.

(11) Conduct quarterly teleconference with all PRTs.

c. **Emergency Water PRT:** The following are planning/training responsibilities required of each Water PRT and the respective EM organization:

(1) Select personnel and maintain team staffing, with alternates. The team members, their supervisors, and the district Commander should complete the Commitment and Availability Form shown as Sheet 1 to this Tab.

(2) Compile vendor data for water vendors (bottled/bulk water), trucks for hauling bottled water, and tankers for hauling bulk water and storage tanks for distribution of bulk water within respective division boundaries. This compiled data will be entered into a national database for use by all EM offices. The collection and posting of vendor data will be a coordinated effort of the EM, the Action Officer (AO), and the Contract Specialist (CS) PRT member.

(3) Prepare Scopes of Work and/or pre-positioned contracts to procure services that may be required immediately. This might include purchase and delivery of bottled water, purchase and hauling of bulk water, and purchase of storage tanks for bulk water. This will require close coordination between the EM, Mission Manager (MM), Logistics Team Member (LTM), and CS PRT members. (Appendix G - SAMPLE Contract Scopes of Work).

(4) Maintain team deployment data.

(5) Provide team equipment and supplies (Annex J - Fly-Away Kit).

(6) Assure team members attend initial and refresher PRT training.

(7) Assure train-the-trainer programs for alternate team members are accomplished.

(8) Assure team members are trained on the Mission and Function Guides.

(9) Keep team informed on pending response deployments and status.

(10) Identify personnel qualified to provide technical evaluation of damages and repairs to potable water and waste water systems.

(11) Maintain a listing of critical facilities provided by the state.

(12) Identify state and local water certification processes. Identify potential water quality issues.

(13) Identify a means of field testing potable water for contamination (bacteria and chemicals). Determine testing requirements (local, state, and Federal), determine lag-time for test results (usually at least 24 hours). Identify commercial sources that can conduct required tests, evaluate vendors with respect to shortest delivery time, accuracy of results and largest testing volume. (Appendix F - Field Water Testing Checklist)

## Sheet 1- Commitment and Availability Form to Tab 1

U.S. Army Corps of Engineers - Readiness Program  
Planning and Response Teams  
**Statement of Understanding**

This statement of understanding provides general conditions for persons assigned to the U.S. Army Corps of Engineers Planning and Response Teams (PRT) for emergency operations. Persons on the PRT may find:

- That performing those duties may involve working in a stressful environment and under adverse conditions.
- That they must be prepared to deploy within six (6) hours of notification after the PRT has been activated.
- That deployment can result from any type of catastrophic event such as an earthquake, hurricane, tornado, bombing, etc., and be for a minimum of 30 days in duration, dependent upon the situation.
- That deployment may require travel on military aircraft.
- That they will be required to undergo a one-week training for initial qualification and periodic re-certification as scheduled by the U.S. Army Corps of Engineers Readiness Support Center.
- That they may be called to participate in exercises or other training activities.
- That they maintain any issued supplies and equipment in serviceable condition and readily accessible for deployment.

<b><i>PRT Member Agreement</i></b>	<b><i>Personal Data</i></b>
<p>I, the undersigned, agree to be a member of the PRT and have read and understand the conditions stated above and that I will notify my Emergency Management Office of any change in status, duty station, physical/mental condition, address, or telephone numbers:</p> <p>PRT: _____</p> <p>PRT Position: _____</p> <p>Name (type or print): _____</p> <p>Date Signed: _____</p> <p>Signature: _____</p>	<p>SSN: _____</p> <p>Job Title: _____</p> <p>Job Series/Grade: _____</p> <p>Office Symbol: _____</p> <p>Office Phone/Fax: _____</p> <p>Home Phone: _____</p> <p>Address: _____</p>

<b>Supervisor's Concurrence</b>	<b>Commander's Approval</b>
<p><i>I understand the conditions by which the above individual and organization may have to endure and concur in his/her participation on the PRT.</i></p> <p>Name: _____</p> <p>Title: _____</p> <p>Grade (or Rank): _____</p> <p>Date Signed: _____</p> <p>Signature: _____</p>	<p><i>I understand the conditions by which the above individual and organization may have to endure and approve his/her participation on the PRT.</i></p> <p>Name: _____</p> <p>Title: _____</p> <p>Rank: _____</p> <p>Date Signed: _____</p> <p>Signature: _____</p>

**Appendix C - Mission Planning/Execution**  
**Tab 2 Pre-declaration Phase Responsibilities**

**Pre-declaration Phase:** This phase of the emergency water mission focuses on delivering a small amount of bottled drinking water to a pre-designated staging area near the anticipated disaster area so that delivery of potable drinking water can begin within 24 hours of the Presidential Disaster Declaration.

**a. FEMA Regional Operation Center:**

(1) Initial funding for pre-disaster missions may be provided for the purpose of energizing the Water PRT and/or pre-placement of in designated staging areas.

(2) Pre-declaration funds are provided by FEMA to the ESF #3 ROC representative, in the form of a Request for Assistance (RFA). The scope of the mission will be defined on the RFA. Pre-scripted Mission Assignments (Appendix D) have been developed to facilitate immediate activation of the mission. Pre-declaration emergency water mission funding in the amount of \$125,000 has been established.

**b. Emergency Water Lead Division:**

(1) Maintain awareness of the disaster situation and assist in the determination of resources required to accomplish the mission.

(2) Coordinate with the PRT Coordinator in HQ UOC to determine deployment of additional PRTs.

**c. Emergency Water PRT:** The Water PRT for the impacted division will execute this phase of the mission. The Pre-declaration process overview is located in Tab 3, Appendix G.

(1) Upon notification from the division EOC or ESF #3 ROC representative of, or a pre-declaration mission, the Water PRT district EM will alert/activate team members.

(2) The Contract Specialist member will alert vendors of mission and prepare to award contract/issue delivery order.

(3) The main tool for executing the purchase of the bottled drinking water is a pre-positioned (National) Indefinite Delivery Indefinite Quantity (IDIQ) contract. For disaster events, with warning, such as hurricanes, this contract will be awarded 48 hours prior to landfall using funds provided by the pre-declaration RFA.

(4) Testing for Stored Water: Ensure that supplies of water, stored from previous disaster events, meets water quality standards and provides the necessary test certification prior to relocation to the Staging Area. Coordination of this action will be the responsibility of the Mission Manager and LTM.

d. **Pre-declaration End State:** The pre-declaration mission is physically complete upon determination that water demands can be met by other sources or upon issuance of a post-disaster mission assignment. It is important that once the Presidential Declaration is made that all work accomplished from that point on, be charged to the new funding source accompanied by a new Request for Federal Assistance (RFA).

**Appendix C - Mission Planning/Execution**  
**Tab 3 Post-declaration Phase Responsibilities**

**Post-declaration Mission.** The post-declaration water mission focuses on meeting all water requirements that are tasked by FEMA to ESF #3. Post declaration funding should be based on a variety of factors including anticipated quantities required, ratio of bottled to bulk water, potential length of mission, methods of delivery (air, water, road), distance from vendors, and special circumstances, such as the magnitude of the disaster. These factors are directly influenced by the time required to restore operation to damaged potable water and waste water systems. In the absence of a detailed estimate, \$1,000,000 is a good initial assessment to start with based on previous major disasters. Amendments will be made as the mission is better defined.

**1. FEMA Regional Operation Center/DFO:**

(a) Post-declaration funding is provided by FEMA to the ESF #3 ROC representative or the ESF #3 Team leader located at the Disaster Field Office. Mission tasking and funding will be provided, in the form of a Request for Assistance (RFA). The scope of the mission will be defined on the RFA.

(b) A Pre-scripted Mission Assignment for post-declaration emergency water mission is contained in Appendix D.

**2. Emergency Water Lead Division:**

(a) Coordinate with the PRT Coordinator in HQ UOC to determine deployment of additional PRTs.

(b) Advise HQ UOC on PRT deployment.

(c) Conduct field visit to disaster site to provide check on PRT performance.

**3. USACE Emergency Water Districts:** In post-declaration operations, the execution of the mission will be accomplished by either the Emergency Water PRT within the impacted division **or** the next Emergency Water PRT assigned from the rotational roster. It is the impacted division's responsibility to advise of organic capabilities to respond to the post-declaration water mission. Post-declaration process overview is located in Tab 6, Appendix G - Contracting.

**4. The District Water PRT EM will:**

(a) Upon notification of alert/standby status from the parent division EOC, the activated Water PRT district EM will advise team members .

(b) Keep team informed on response deployment status to include alert, standby, and actual deployment.

(c) Coordinate with parent division on required team composition.

(d) Coordinate deployment details to include travel orders, deployment location, POCs , transportation requirements, and lodging.

**Post Declaration End State.** Mission termination occurs when adequate supplies of potable water are available to the general public via commercial sources or by public systems as determined by FEMA. Termination should be coordinated with ESF #6 (American Red Cross), ESF #8 (US Public Health Services), ESF #11 (Department of Agriculture), and other concerns. Ending the water mission while food is still being distributed may hinder the overall recovery. Indirect factors that influence the end state are: commercial availability of water, status of the waste water system, and the status of potable water systems. An analysis of local water usage may facilitate the determination of End State. For example, if a majority of local residents do not rely on a public water system, but, use a water well (or cisterns, or bottled drinking water) they may not need extended emergency assistance. In some cases, another type of assistance may be needed, such as, to decontaminate wells or cisterns. The End State is also affected by the availability of wastewater services. If waste water systems are not functional, operation of potable water distribution systems will usually be restricted to prevent health hazards due to sewage flowing out of manholes and lift stations.

**Appendix C - Mission Planning/Execution**  
**Tab 4 Post-declaration Phase -Team Transition Plan**

**1. Purpose.** The purpose of this Annex is to provide guidelines to ease the transition of the water mission from one PRT to another. A smooth and efficient transition will ensure water missions continue without stoppage and that the new team are quickly acclimated to their new environment and overwhelming workload. It is imperative to allow continuity of operations and prevent failure of critical missions.

**2. General.** Water Teams are normally deployed as a team or supplemented by other teams or personnel for up to 30 days. Disaster response and recovery that lasts several months will require additional team(s) to deploy for the extended coverage. Deployment is usually done within own Division boundaries or in order of sequence on HQS maintained alert roster.

**3. Transition Procedures.** The following procedures will act as a guide to ensure that an effective transition is made between teams when a new PR Team is deployed to assume mission duties of a previously deployed team.

**a. Overlap of Tours.** A minimum of three days overlap of water PRT's is required to transition work to the new team. A minimum of five days is recommended for large complicated emergency water response missions. The first and last days of work are filled with administrative processing and other matters which detract from the coordination required to transfer work responsibilities to the incoming team. Several actions can be taken by team members that will greatly improve the transition process.

**(1) Outgoing Team Procedures.** The initial responding team has a tremendous workload and has to deal with considerable confusion in setting up mission requirements, procurement, transportation and distribution. This most often precludes formal documentation of ongoing activities and accurate or partial reporting. The team should at the earliest possible time formalize a documentation process to capture information for historical files and data to provide the incoming team. Beside the written documentation an initial in-briefing should be provided to the whole team to allow for general questions and answers before breaking down to work with counterparts. A general overview should be provided to get a feel for mission scope of work and difficulties that are common. The following information is suggested:

- All copies of existing contracts
- Updated listing of points-of-contact
- Distribution status and quantities
- Information on distribution and storage
- Schedule of shipments
- Maps, equipment requirements
- Water testing reports
- Problem areas/people
- Good places to eat and unwind

**(2) Incoming Team Procedures.** The incoming team must ensure they deploy fully equipped and in-process as quickly as possible to work with the outgoing team before assuming the water mission. Each team member should work with his/her counterpart as much as possible after the initial inbriefing. The following actions are recommended:

Report with Mission Guide, SOP, Safety Gear, and adequate supplies of medicine, money, clothing and equipment for 30 days. If cash is an issue the new Government credit card will only allow \$500 advance withdrawal during the 30-day tour. This could be a problem in areas where communications are limited and the credit cards do not work properly or consistently

- Work with counterparts and ask questions on vague areas
- Review existing documentation and items listed above in paragraph 3.2 above
- Get home and business phones numbers of personnel you are replacing
- If cars and equipment are in short supply, arrange transfer from departing Team
- Continue documentation and reporting

**4. Closeout Procedures.** The last departing team must ensure all documentation is complete and proper close out documentation is completed in accordance with the Mission Guide and local FEMA and responsible US Army Corps of Engineers Office requirements.

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## **Appendix D - Pre-scripted Mission Assignments**

NOTE: The following are the latest DRAFT revisions to the pre-scripted mission assignments. Upon approval by HQ USACE and HQ FEMA the revised pre-scripted mission will be inserted.

### **PRE-DECLARATION MISSION:**

**WATER - \$125 (\$25K for activation of PRT, \$100K for procurement and transportation of water)**

Activate and pre-position Water Planning and Response Team (PRT) to provide for event specific planning and preparation as directed by FEMA. Implement Advance Contracting Initiative (ACI) or other contracting process to locate, procure, transport and pre-position bulk/bottled water (in coordination with ESF #1) to mobilization center(s) or other delivery sites. All water will meet the certification requirements of the Federal government and the state and locality in which the water it is being distributed. If an existing Federal inventory of water is to be used, certification of water quality through independent testing will be accomplished. Trailers transporting water that arrive at a mobilization center(s) or other delivery sites may staged through (date) until specific delivery instructions are provided. The Corps will release the drivers, tractors, and trailers when appropriate. A subsequent mission assignment may be issued for post-declaration water needs if necessary.

### **POST DECLARATION MISSION:**

**WATER - \$1M**

Expand the scope of, or initiate the Advance Contracting Initiative (ACI) or other contracting process to locate, procure, transport (in coordination with ESF #1 as appropriate), deliver and distribute bulk/bottled water to the affected areas as directed by FEMA. In some cases trailers may be left in field on a rotation basis to serve as distribution sites. If an existing inventory of water is to be used, certification of water quality through independent testing will be accomplished. The Corps will release the drivers, tractors, and trailers when appropriate.

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## **Appendix E – Emergency Water Disaster Model**

A diskette containing the Disaster Water Model is included with this Mission Guide to aid in scoping water requirements. The following files are attached:

- [Watermodel spreadsheet file](#)
- [Watermodel powerpoint graphs](#)

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## **Appendix F - Testing Requirements/Procedures**

**TO BE DEVELOPED**

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## Appendix G - Contracting Support

1. This appendix of the Water Mission Guide provides a general overview of the interactions between the Water PRT and Contracting. This section is organized using the phases of the life cycle mission concept; preparedness, pre-declaration, post-declaration, and after action. Quality assurance is essential to the success of these types of missions. The primary concern in supplying emergency water is to ensure an adequate water supply is maintained. Once the supply begins, contracts should be flexible.

2. **Preparedness.** The main focus of the preparedness phase is developing a contracting strategy, selection and training of contracting officer's representatives, schedule, vendor lists, and scopes of work for the Division, which the Water PRT supports. Contracting and Emergency Management will work together to accomplish these two actions. Close coordination with the corporate contracting team will also be required, once this team is in place. Annex G (Contracting), Tab 1, lists factors to consider when developing scopes of work for both bottled water and bulk water. A sample scope of work for bottled water is provided in Annex G, Tab 2.

3. **Pre-Declaration.** In the pre-declaration phase, Federal Emergency Management Agency (FEMA) requests a small amount of bottled water be purchased and pre-positioned, as outlined in the pre-scripted mission assignment. This contract will be awarded and managed by the district of the assigned Water PRT. An overview of the pre-declaration contracting process is shown in Figure 1 of Appendix G, Tab 3. In the pre-declaration, the Mission Manager/Specialist will draft a memorandum requesting that the contract be awarded and a delivery order be issued. A sample of the memorandum is shown in Appendix G, Tab 4. Along with memorandum, a purchase request and commitment (PR&C) shall be prepared, the PR&C process is discussed in the resource management appendix. After water is delivered and invoice received, the LTM will prepare a certification memo for LM to do receiving report . A sample memo is shown in Appendix G, Tab 5.

4. **Post-Declaration.** In the pre-declaration phase, FEMA may task for both bottled and bulk water to be delivered to one or more staging area. These contracts will be awarded and managed by the impacted district. An overview of the post-declaration contracting process is shown in Appendix G, Tab 6. In the post-declaration operation, the Mission Manager/Specialist will draft a memorandum requesting that a delivery order be issued. Along with memorandum, PR&C shall be prepared, the PR&C process is outlined in Appendix H - Resource Management.

5. **After Action.** In the after action phase, the Water PRT should focus on identifying the issues associated with the water contracting process based on the lessons learned and then developing a remedial action plan to improve the mission response.

**Appendix G - Contracting Support**  
**Tab 1 - Contract Information/Considerations**

**Contract Information/Considerations.** Quality assurance is essential to the success of these types of missions. The primary concern in supplying emergency water is to ensure an adequate water supply is maintained. Once the supply begins, contracts should be flexible.

The scope of work details the necessary requirements to define quantities, delivery locations, and types and sizes of resources to be supplied (i.e. bulk/bottle water, bottles, etc.). These scopes should be written so that the quantities and distribution can be adjusted as the requirements change. These contracts, as applicable, should include provisions for necessary maintenance.

**1. Water Sources.**

a. Reverse Osmosis Water Purification Units (ROWPU) can purify large quantities of water at a cost of less than a penny per gallon. ROWPUs are available for purchase or lease commercially or may be government furnished. Government furnished ROWPUs include those available from military (active and National Guard) units. A military ROWPU detachment is typically equipped with ten ROWPUs, each capable of producing 3,000 gallons of potable water per hour. Detachments are typically equipped with a two (2) million gallon storage capability and equipment to pipe water up to approximately 20 miles. Access to National Guard ROWPUs is through the State that is responsible for mobilizing their National Guard ROWPUs. Any requirement for active military ROWPUs should be coordinated through the DFO by the ESF #3 Action Officer.

b. Commercial water sources can be located by contacting the International Bottle Water Association (IBWA) at 1-800-928-3711 or 703-683-5213. IBWA represents 85 percent of all water bottlers in the United States. IBWA maintains an Internet homepage at <http://www.bottledwater.org>

c. Bottled water is the most expensive (approximately \$1.00 per gallon delivered). However, bottled water is usually used initially to provide containers for use with bulk water supplies. If a tank truck is used for distribution, it should be fitted with a means of distribution. Usually this is accomplished with a pipe manifold containing at least six hose bibs for individuals to fill containers. Some of the truck vendors can supply the pipe manifold.

**2. Contract Considerations.**

a. Scope (ability to define).

(1) Requirements are generated through ESF #3 from local, state, and Federal agencies.

(2) In the absence of specific requirements, estimates are based on:

- population affected.
- location (tropical, temperate).
- season (temperature).
- delivery system (how much can be delivered).
- available storage.

(3) A distinction needs to be made between the normal water requirements for all purposes used by a population and emergency potable water supplies required to support life. The water mission is mainly concerned with the emergency supply, until normal supplies and distribution systems can be re-established following a disaster. The emergency supply is normally supplied in liter bottles. This supply can be supplemented with bulk supplies and with non-potable supplies for uses other than drinking (e.g. Sanitation).

Emergency potable supply requirements will vary depending on climatic conditions. A literature review was conducted to determine the minimum amount required for purposes of more realistically scoping the water mission. The following is a summary of the review:

Reference No.	Amount Identified (liters)
1	2.3
2	5.0
3	3.8 - 17.0 (Ave.= 10.4)
4	1.8 - 2.7

Based on the above given amounts five liters ( or approximately 1.5 gallons) per person per day appears to be a adequate quantity to use for purposes of estimating the emergency supplies.

References:

1. Clark, J.W., W. Viessman Jr., M.J. Hammer, 1971, "Water Supply and Pollution Control", International Textbook Co., Scranton Pa., Chapter 4, pg. 95.  
(5 pints of water for drinking purposes)
2. Tebbitt, T.H.Y., 1973, "Water Science and Technology", Harper and Row Publishers, Great Britain, pg. 18, Table 3.  
(Drinking and cooking 5 liters/day/person)
3. Fair,G.M., J.C. Geyer, D.A. Okum, 1971, "Elements of Water Supply and Wastewater Disposal", J. Wiley & Sons Inc., N.Y., pg. 87.  
(Domestic consumption 20-90 gpd (Ave.= 55 gpd) ; 5% for drinking water)
4. Department of the Air Force, 1 Mar. 1996, "Air Crew Survival" Department of the Air Force, Pamphlet 36-2240, pg.86.  
(Adults require a minimum of 2-3 quarts of water daily)

(4) The following are rules of thumb for minimum amounts of drinking water:

- 0.8 gallons/person/day in cold and temperate climates.
- 1.6 gallons/person/day in hot climates.

(5) The following is a rule of thumb for daily consumption of water:

- 10-16 gallons/person in field hospitals.
- 5-8 gallons/person in mass feeding centers.
- 4-5.5 gallons/person in temporary shelters and camps.
- 10 gallons/person in washing installations.

b. Timeliness (need to have). Usually immediate with delivery no later than 24 hours.

c. Variation (size). 0.8 to 16 gallons/person/day (see rules of thumb above).

d. Duration. 30 days, with option for 30-day extensions by USACE.

e. Special Considerations.

(1) During the first seven (7) days following the disaster, anticipate meeting requirements using 100% bottled water.

(2) Consider one (1) liter bottles because the containers are usually stronger, easier to carry, and reduce opportunity for disease transmission because they are used for a shorter period.

(3) If one (1) gallon containers are used, assume a 25 percent loss factor due to broken containers. One (1) gallon containers have been susceptible to crushing and handling damage.

(4) After the first seven days, anticipate requirements in the range of bulk (80%) and bottled (20%).

(5) A contract to unload (bid on water/bid on unload) may be required.

(6) Bottles should be shipped in palletized containers and shrink wrapped (ownership of the pallets should be pre-identified).

(7) An expiration date should be stamped on each container.

(8) Federal/state certification of bulk water source and carriers. For example: In the Virgin Islands, commercial water sources and water haulers are certified on an annual basis by the Department of Natural Resources (DPNR). Haulers must display a black sticker provided by DPNR on the tank. In Puerto Rico, no specific water certification process exists, however, the U.S. Army inspects and certifies sources of water and water processing plants on an annual basis.

(9) Determine if tank trucks will offload immediately or if the tanks will be needed for an extended period.

f. Flexibility. Add contract clauses to include the following commands.

(1) Daily modifications of quantities.

(2) Termination within 24 hours in the interest of the government.

**Appendix G – Contracting Support**  
**Tab 2 – Contract Statement of Work & Bidding Schedule**

**Contract Statement of Work & Bidding Schedules are currently under revision. Revised Contract information will be forwarded for inclusion in this Mission Guide once available. The existing Statement of work is provided as an interim example.**

**Revised Statement of Work**  
**for**  
**Bottled Drinking Water**

1. **Purpose.** The purpose of this contract is to provide bottled drinking water to people whose normal source of water has been disrupted by some emergency (e.g., hurricane, flood, etc.) in the southeastern United States, Puerto Rico, and United States Virgin Islands. The contractor and the Government agree that immediate response in such situations is of the utmost importance. The Government reserves the right to award more than one contract for these supplies. Contractor has the duty to cooperate with public officials and other contractors in the emergency response and recovery operation.

2. **Award of Contract.** No contract award is anticipated for these supplies unless an emergency occurs. In the event of an emergency, it is anticipated that award of one or more contracts for these supplies will be made for one or more delivery sites, depending upon the best interest of the Government. In compliance with this, the Contractor agrees that if the offer is accepted within the time specified in the solicitation, to furnish any or all items upon which prices are offered at the price offered for each item, delivered at the designated location(s), within the times specified in delivery orders.

3. **Product Requirements.** The water shall be produced, packaged, and transported in accordance with Title 21, Code of Federal Regulations, Parts 110, 129, and 165, and all other applicable Federal, state, and local laws and regulations. If requested by the Government, the Contractor shall provide copies of applicable permits, licenses, appraisals, inspection reports, and results of analytical testing for chemical, microbiological, and radiological contaminants.

4. **Packaging.** The water shall be packaged in 0.5 to 1.5 liter polyethylene terephthalate (PET) bottles. Due to the many unknown circumstances, which can arise during an emergency, it is possible that the water may be moved several times and may be stacked for storage. Therefore, the contractor shall ensure that the bottles and packaging will withstand such handling and severe climatic conditions.

5. **Delivery.**

a. **Orders.** Orders may be issued in writing; by electronic communication; by telephone; by facsimile; or orally, with written confirmation.

b. **Quantity.** For each emergency, it is estimated that a maximum of approximately 3.8 million liters of bottled drinking water per day for five days (or a total of 19 million liters) will be needed. The contractor must be capable of providing a minimum of 90,000 liters per day for five days. The Government will order deliveries in quantities that approximate standard industry delivery truckloads, and orders will be for quantities of no less than 18,000 liters. The contractor must provide its specifications chart to the Government immediately after contract award, to facilitate ordering.

c. **Delivery Requirements.** The contractor shall deliver the bottled drinking water in the quantity specified, to the locations specified, and at the times specified in the delivery order(s). No less than 24 hours after issuance of the delivery order will be allowed for delivery. Each delivery order will clearly state the required delivery time. The contractor will document delivery by having its delivery personnel sign-in with the Government's on-site representative, upon arrival at the delivery site. The Government will be responsible for unloading the water at the delivery site.

6. **Delivery Tickets and Invoices.** Each delivery shall be accompanied by a delivery ticket or sales slip containing the following minimum information:

- Contractor's Name.
- Contract Number.
- Date of Purchase.
- Delivery Order Number.
- Itemized List of Supplies or Services Furnished.
- Quantity, Unit Price, and Extended Price of Items, Less Applicable Discounts (Unit prices and extensions need not be shown on delivery ticket when incompatible with the use of automated systems; however, the invoices must be itemized to show this information.).
- Date and Time of Delivery.
- 24-Hour Point of Contact, including Phone and Fax Numbers.

7. **Measurement and Payment.**

a. Bottled Drinking Water. Each liter of bottled drinking water accepted shall be paid for in accordance with the Schedule of Supplies and/or Services and Prices, Item "Bottled Drinking Water in 0.5 to 1.5 Liter PET Bottles". The price shall include delivery to the location stated in the Schedule of Supplies and/or Services and Prices; pallets; and up to four hours of standby time.

b. Standby Time. Standby time, in excess of four hours, for each truckload with 18,000 or more liters of bottled drinking water (or the equivalent, if delivery is by other than truckload of 18,000 or more liters) shall be paid for in accordance with the Schedule of Supplies and/or Services and Prices, Item "Standby Time in Excess of 4 Hours." If unloading is not completed within four hours of delivery and the delay does not result from the fault or negligence of the Contractor or its agents, the Contractor shall be entitled to a maximum of ten hours per calendar day of standby time. No other payment will be made for standby time. The Contractor shall document its entitlement to standby time, by directing its

delivery personnel to sign-in and sign-out with the Government's on-site representative at each arrival and departure from the delivery site. These records will be used to determine the amount of standby time. The amount, if any, to be paid, will be determined by rounding the elapsed time to the nearest hour.

c. Additional Ground Mileage. It is anticipated that delivery orders will require deliveries to locations in addition to the delivery locations specified in the Schedule of Supplies and/or Services. Additional ground mileage for these deliveries will be paid for on the basis of the total mileage between the destination specified in the Schedule of Supplies and/or Services and the additional delivery site(s). The price per mile shall be for each truckload of 18,000 or more liters of bottled drinking water, or the equivalent, if delivery is by other than truckload of 18,000 or more liters. The mileage shall be computed using Army Regulation 55-60, Transportation and Travel, Official Table of Distances, Continental United States, Alaska, Hawaii, Canada, Canal Zone Central America, Mexico and Puerto Rico, dated December 1981, or edition current at date of bid opening. No per diem will be paid for delivery.

### Schedule of Supplies and/or Services and Prices

Notes.

1. Bidder may provide prices for a single location, any combination of locations, or all locations listed in the Schedule.
2. Bidder must specify the quantity offered and must offer a minimum of 450,000 liters.
3. For each location for which a price is offered for “Bottled Drinking Water in 0.5 to 1.5 liter PET Bottles”, Bidder must provide prices for “Standby Time in Excess of 4 Hours” and “Additional Ground Mileage”.
4. The quantities for “Standby Time in Excess of 4 Hours” and “Additional Ground Mileage” are a function of the quantity specified in “Bottled Drinking Water in 0.5 to 1.5 liter PET Bottles”.
5. To determine the quantity for “Standby Time in Excess of 4 Hours” divide the quantity specified for “Bottled Drinking Water in 0.5 to 1.5 liter PET Bottles” by 18,000 and then multiply by 6 and round to the nearest whole number.
6. To determine the quantity for “Additional Ground Mileage” divide the quantity specified for “Bottled Drinking Water in 0.5 to 1.5 liter PET Bottles” by 18,000. Then multiply by the corresponding factor listed in the table below and round to the nearest whole number.

LOCATION	FACTOR
Evergreen, Alabama	200
Fort Gillem, Georgia	200
Jacksonville, Florida	300
Camp Shelby, Mississippi	200
Fort Bragg, North Carolina	200
Fort Jackson, South Carolina	200
Norfolk, Virginia	200
San Juan, Puerto Rico	75
Charlotte Amalie, Saint Thomas, U.S. Virgin Islands	25
Christiansted, Saint Croix, U.S. Virgin Islands	25

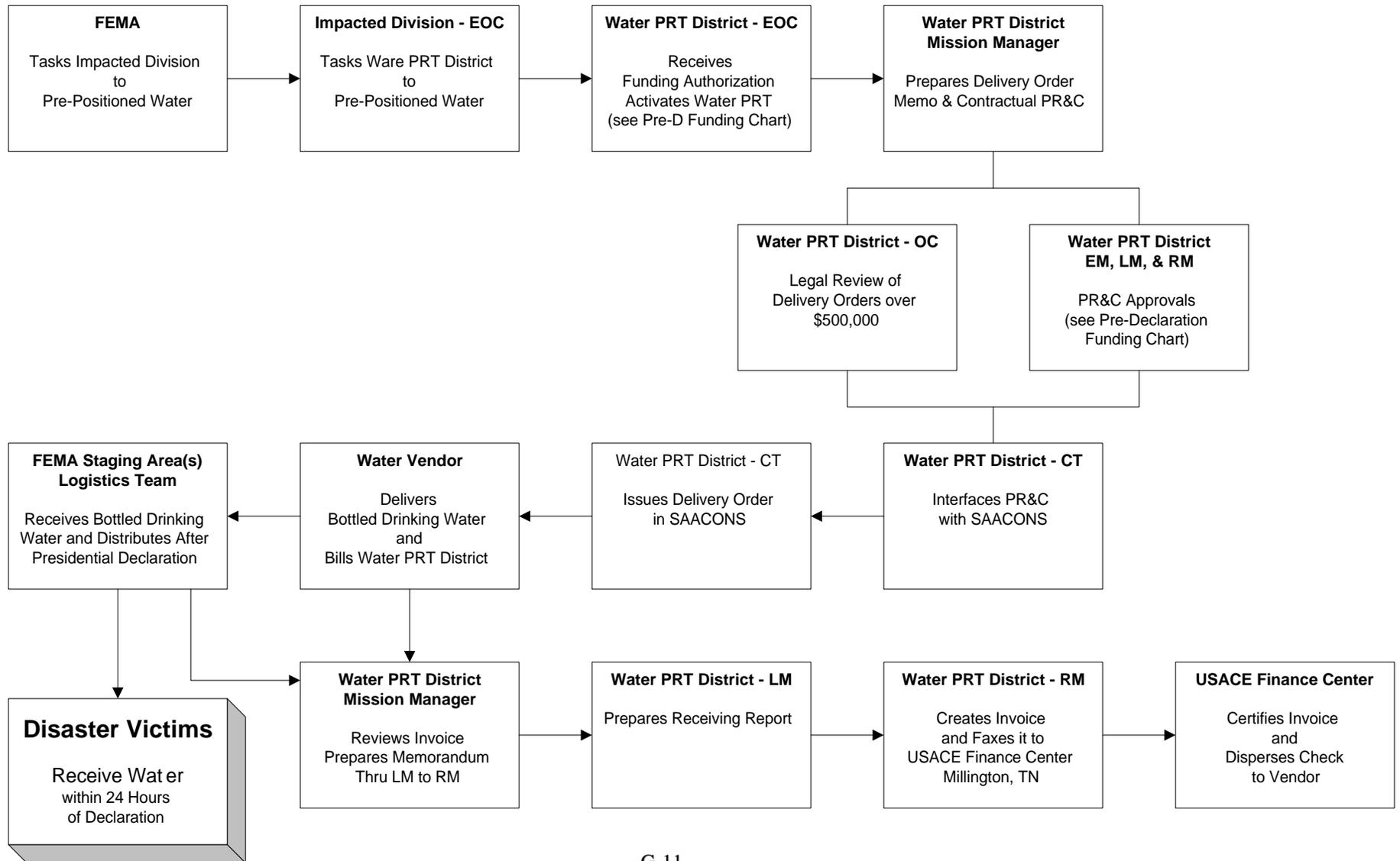
Schedule of Supplies and/or Services and Prices (continued)

Item	Description	U/I	Quantity	Unit Price	Amount
0001	Bottled Drinking Water Delivered to Location, State:				
0001a	Bottled Drinking Water in 0.5 to 1.5 Liter PET Bottles	LI	*		
0001b	Standby Time in Excess of 4 Hours	HR	#		
0001c	Additional Ground Mileage	MI	#		

**Note:** \* Bidder must offer a minimum quantity of 450,000 liters.

# Bidder must use the formula provided in Notes to compute quantity for items 0001b and 0001c.

**Appendix G – Contracting Support**  
**Tab 3 – Pre-declaration Contracting Process Overview**



**Appendix G – Contracting Support**

**Tab 4 - Sample Memorandums for Contract Award/Delivery Order and Contractor Payment**

CEXXX-EOC-XX

DATE

MEMORANDUM FOR CESA-W-CT

SUBJECT: Bottled Drinking Water for Delivery Order Request Contract, DACW54-98-D-00XX, Location, State

1. Request Contracted be awarded for Location stated in Bid Schedule, State.
2. Request Delivery Order be issued for the following line items, and quantities for Delivery Location, State.

Line Item Number	Description	Quantity to be Ordered	Unit	Unit Price	Total Amount
00Xxa	Bottled Drinking Water in 0.5 to 1.5 Liter PET Bottles		LI		
00XXb	Standby Time in excess of 4 Hours		HR		
00XXc	Additional Ground Mileage		MI		
				Total Amount	

3. This delivery location is at street address, City, County, State. It requires XX,XXX liters delivered daily for X days for a total of XXX,XXX liters.
4. The point for contact for information the delivery location, and Rights-of-Entry are attached. (Include any special or unusual requirements that are in the Rights-of-Entry).
5. The PR&C number for this request is \_\_\_\_\_ .

6. The vendor should mail the invoice to the attention of

U.S. Army Engineer District, \_\_\_\_\_

Attention: Name, Office Symbol

Address

City, State, Zip Code

7. The point of contact for this request is Name at telephone number.

Encls

Name

**Appendix G – Contracting Support**  
**Tab 5 – Sample Certification of Delivery Memorandum**

CEXXX-EOC-XX  
MEMORANDUM THRU CEXXX-RM/Name  
FOR CESXX-LM/Name

DATE

SUBJECT: Contractor's Payment Request Certification for Contract Number, Delivery Order Number.

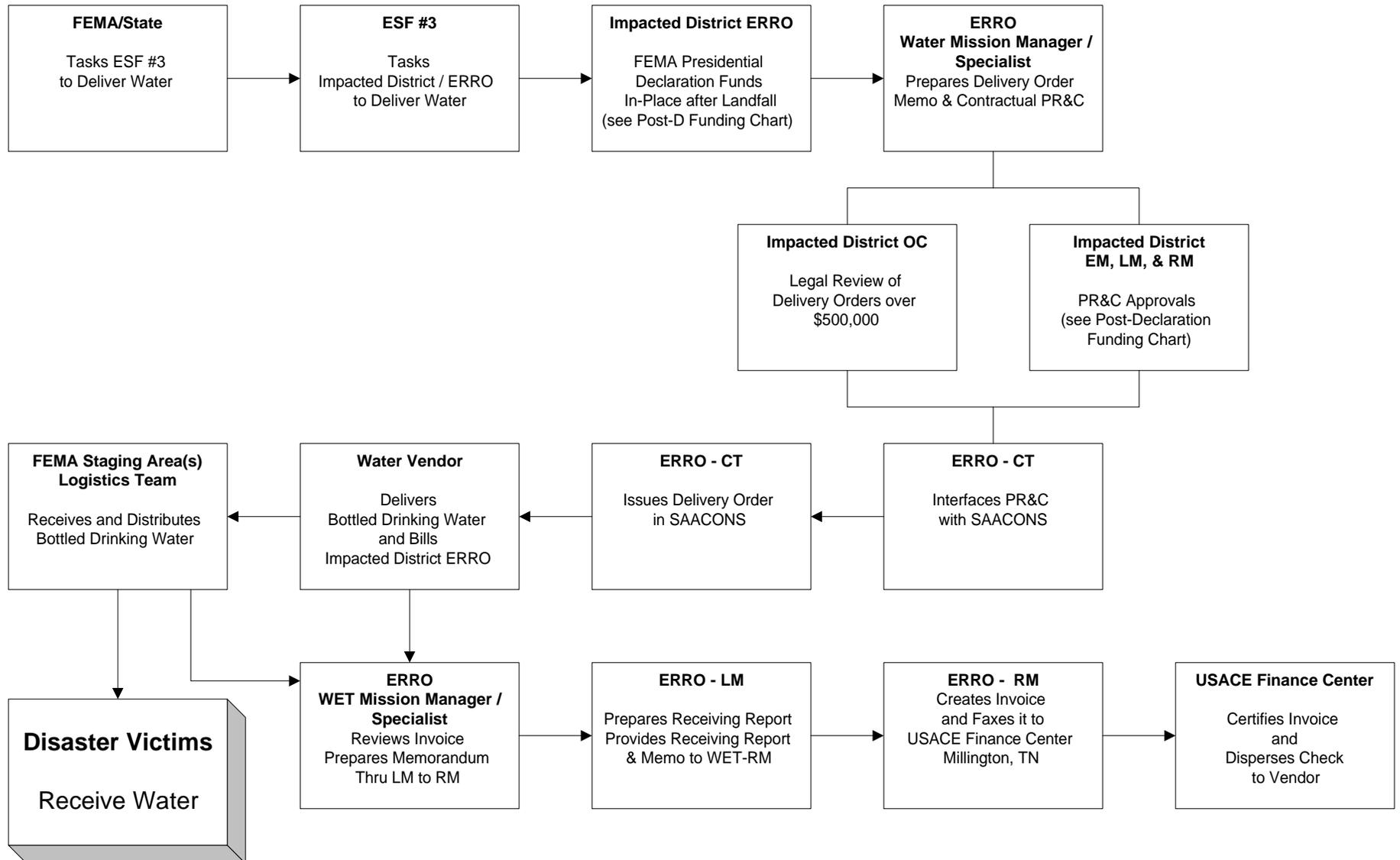
I certify that I have checked the quantities covered by this bill or estimates, that the work was actually performed, that quantities are correct and consistent with all previous computations as actually checked, and the quantities and amounts are wholly consistent with the requirements of the contract or other instrument involved.

Contract #DACWXX-XX-X-XXXX  
Pay Estimate for DO XXXX

Name  
Title

Encl.

**Appendix G – Contracting Section**  
**Tab 6 – Post –declaration Contracting Process Overview**



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## Appendix H – Resource Management Support

1. This appendix of the Water Mission Guide provides a general overview of the interactions between the Water PRT and Resource Management. This appendix is organized using the phases of the life cycle mission concept; preparedness, pre-declaration, post-declaration and after action.

2. **Preparedness Phase.** The main focus of the preparedness phase in the resource management area focuses on the operational concept for resource management support to the Water PRT during their deployment. The district's Emergency Manager and Resource Manager should determine if their Division's Water PRT will have access to CEFMS or develop a plan for providing the necessary support. Coordination with the Resource Management Corporate Team will also be required once this team is fully functional. If the district plans to allow the team access, the following actions will need to be implemented in the CEFMS database.

a. **CEFMS Users.** The UPASS administrator is responsible for setting login name and password in CEFMS Database. The impacted district's Emergency Manager will send a request to the UPASS administrator to set up a CEFMS login for each Water PRT member. The team members will use their signature cards.

b. **CEFMS Permissions.** In each district, the CEFMS Database Administrator is responsible for setting the permissions for the Water PRT members in their district's CEFMS database. These permissions will need to be set up for the Water PRT members to access the impacted district's database during the execution for the post-declaration mission. The team members will remain inactive in CEFMS until the ERRO is activated. Table 1 lists the suggested permissions for each team member.

3. **Pre-Declaration Phase.** In the pre-declaration phase, 48 hours prior to landfall, funding operations are handled by Water PRT in their home district's CEFMS database. Tab 1 to this appendix displays the flow chart for pre-declaration funding from receipt of funds through the actual delivery of water to the staging area.

After the funding has been loaded into CEFMS, by EM and RM, the mission manager/specialist or resource management support will prepare a Purchase Request and Commitment (PR&C) for the purchase of bottled drinking water. A separate PR&C should be prepared for each staging area for record keeping purposes. Specific instructions for completing the contractual PR&C to purchase bottled drinking water are provided in Tab 3 to this Appendix.

Table 1. CEFMS Permissions

CEFMS Permission	WET Mission Manager/ Specialist	WET LERT	WET CT
Originate PR&C	Y	Y	Y
Approve PR&C	Y	Y	Y
Certify PR&C	Y		
ENG 93 C.O.R.			Y
ENG 93 P.M. Approval			Y
Technical Approval	Y		Y
Accept Customer Orders	Y	Y	Y
Authorized Receiver	Y	Y	Y
Supervisor	Y		
Travel Requesting Official	Y	Y	
Travel Approving Official	Y		
Travel Authenticating Official		Y	
Travel Voucher/Long Distance Phone Review Authority	Y		
Release of Claims Authority			Y
Government Order Acceptor	Y	Y	
Obligation Approver			Y
PRC Authorized Assignor	Y	Y	Y
Resource Plans/Estimates Appr.	Y		Y
Vendor Approval Authority			Y
Commercial Transportation Auth		Y	
Other Purchases Approver Ind	Y	Y	Y
Other Purchases Certifier Ind	Y	Y	Y
Other Purchases Obligator Ind			Y

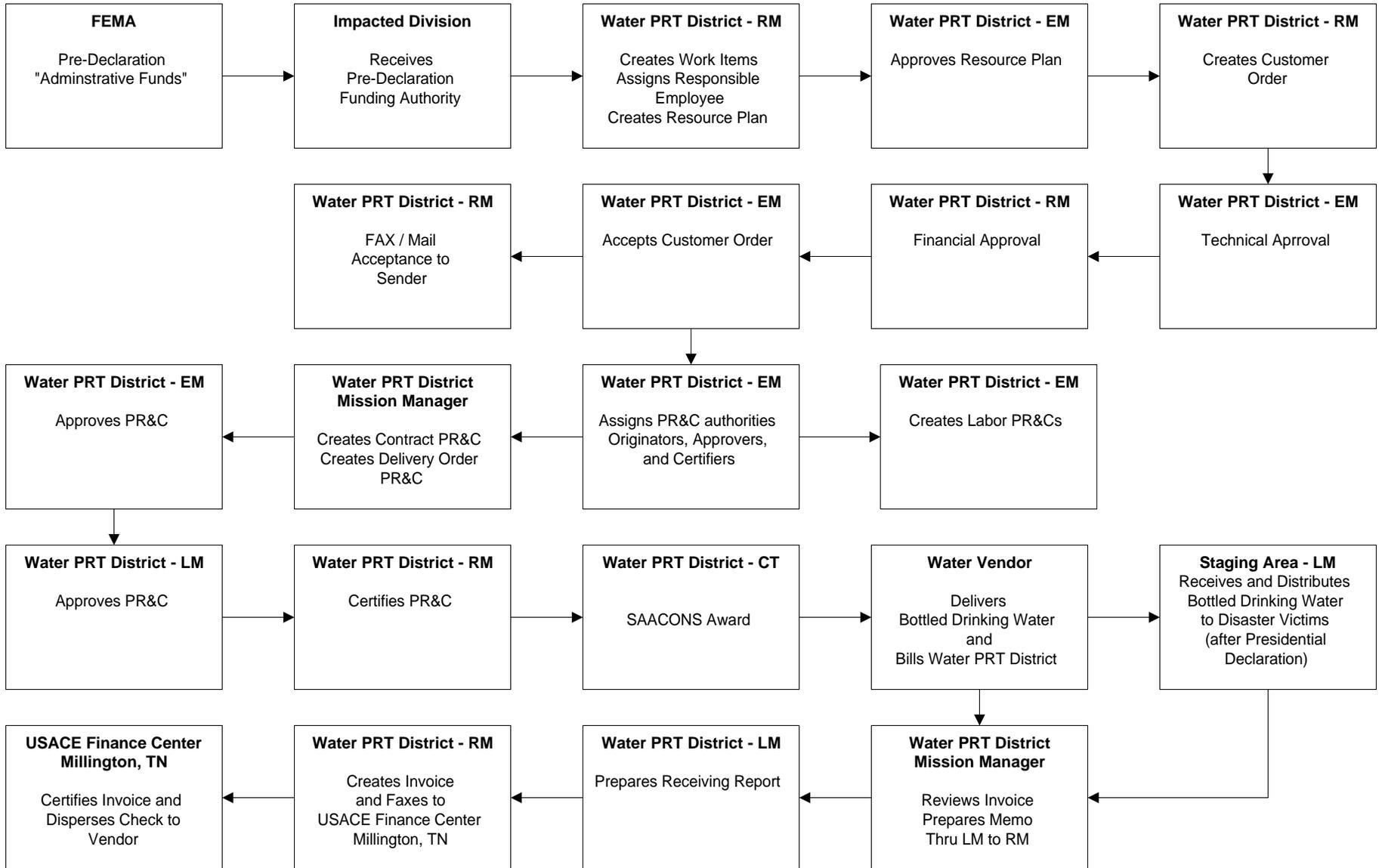
4. **Post-Declaration Phase.** In the post-declaration phase, funding operations are handled in the impacted district’s CEFMS database, either by the Water PRT or their assigned support personnel. Tab 2 to this appendix displays the flow chart for post-disaster funding from receipt of funds through the actual delivery of water to the staging area.

After the funding has been loaded into CEFMS, by impacted district EM and RM, the mission manager/specialist will prepare or request preparation of a PR&C for bottled drinking water. A separate PR&C should be prepared for each staging area for record keeping purposes. Specific instructions for completing the contractual PR&C to purchase bottled drinking water is provided in Tab 3 to this appendix.

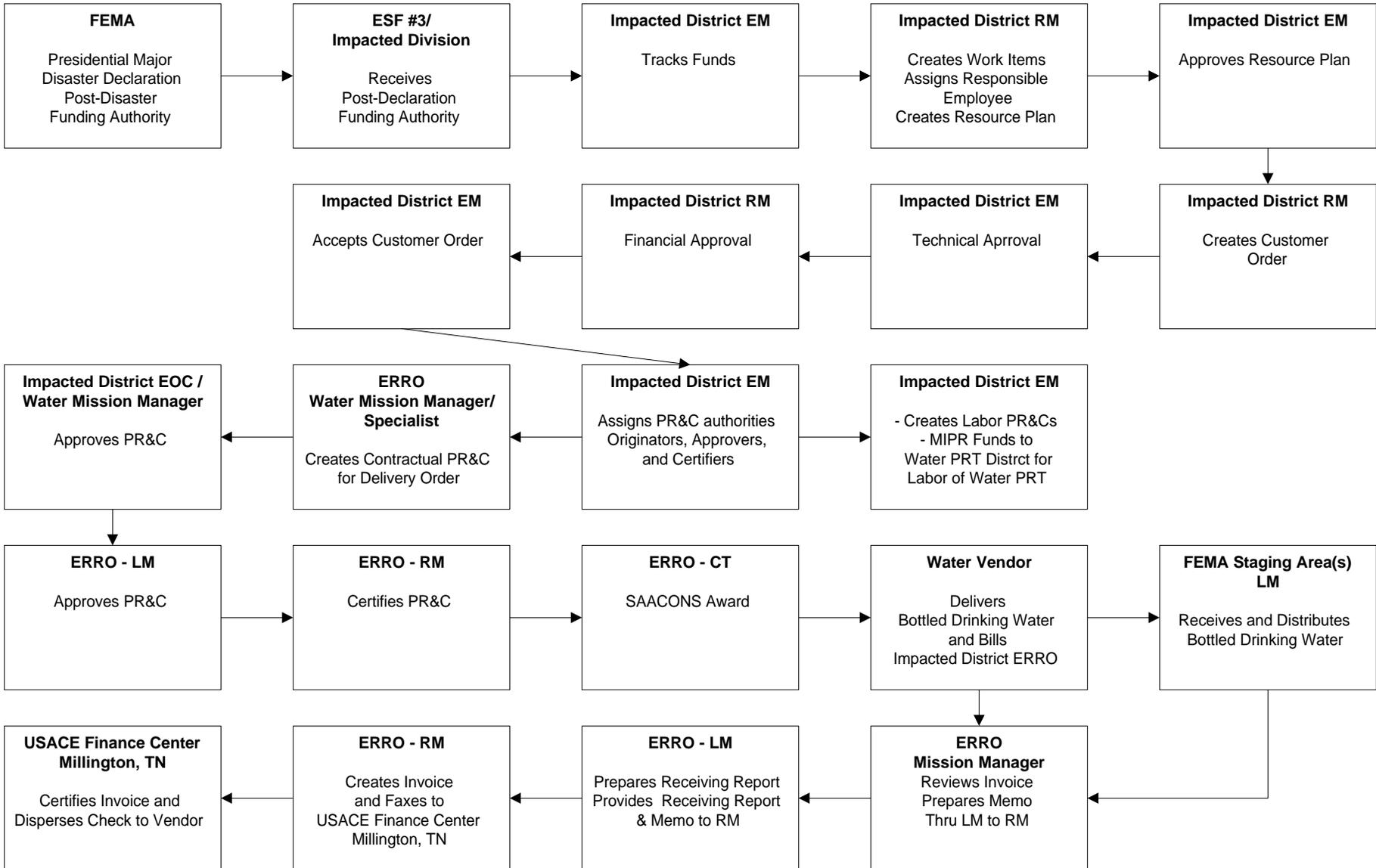
Once the invoices are received, the mission manager may be involved certifying quantities received. (See Appendix G, Contracting for Sample Memoranda).

**5. After Action Phase.** In the after action phase, the Water PRT should focus on identifying the issues associated with the water contracting process based on the lessons learned and then developing a remedial action plan to improve the mission response.

**Appendix H - Resource Management**  
**Tab 1 - Pre-declaration Funding Process Overview**



**Appendix H - Resource Management**  
**Tab 2 - Post-declaration Funding Process Overview**





7. On Screen 1.60 select **5** for Financial Management Functions

```
+----- CORPS OF ENGINEERS FINANCIAL MANAGEMENT SYSTEM ----- 160 +
|
| K7 SAW
|
|         1 - EXIT FROM CEFMS
|         2 - PREVIOUS SCREEN
|
|         3 - WORK MANAGEMENT
|         4 - BUDGETING/MANPOWER/RESOURCE PLANS
|         5 - FINANCIAL MANAGEMENT
|         6 - INTERFACES
|         7 - TRAVEL
|         8 - TRAINING
|         9 - POST CONVERSION FUNCTIONS
|        10 - YEAR-END CLOSING
|        11 - REORGANIZATION
|
| Please enter selection: 5
|
+-----+
```

8. On Screen 1.4 select **4** for Request for Goods and Services

```
+----- FINANCIAL MANAGEMENT FUNCTIONS MENU ----- 14 +
|
| K7 SAW
|
|         1 - EXIT FROM CEFMS
|         2 - PREVIOUS SCREEN
|
| 3 - FUNDING
| 4 - REQUESTS FOR GOODS AND SERVICES
| 5 - OBLIGATIONS
| 6 - EXPENDITURES/DISBURSEMENTS
| 7 - TRAVEL
| 8 - ASSET/FACILITY MANAGEMENT
| 9 - LABOR/PAYROLL
|10 - BILLINGS/COLLECTIONS
|11 - TRANSFERS
|12 - COST SHARING
|
|        13 - DEFERRED AND UNDISTRIBUTED ITEMS
|        14 - GENERAL LEDGER JOURNAL ENTRY
|        15 - VIEW RF OPERATIONS TRANSACTIONS
|        16 - VIEW APPROPRIATION INFORMATION
|        17 - VIEW COST ACCOUNT DATA
|        18 - VIEW RF ACCOUNT SUMMARY
|        19 - REPORTS
|        20 - ADJUST UNBILLED COSTS (TEMPORARY)
|        21 - VIEW CASH/NON-CASH COLLECTION
|              TRANSACTIONS
|
| Please enter selection: 4
|
+-----+
```

9. On Screen 1.6 select **3** for Create Purchase Requests

```
+----- REQUESTS FOR GOODS AND SERVICES MENU ----- 16 +  
K7 SAW  
1 - EXIT FROM CEFMS  
2 - PREVIOUS SCREEN  
  
3 - CREATE PURCHASE REQUESTS  
4 - APPROVE/CERTIFY PURCHASE REQUESTS  
5 - VIEW PURCHASE REQUESTS  
6 - CONVERT PLANNING PURCHASE REQUEST TO NON-PLANNING  
7 - FUNDING LEVEL DECOMMITMENTS  
8 - FOREIGN CURRENCY DECOMMITMENTS/ADJUSTMENTS  
9 - VIEW PURCHASE REQUEST FOREIGN CURRENCY DOLLAR AMTS  
10 - PRINT PURCHASE REQUESTS  
11 - REPORTS  
  
Please Enter Selection: 3  
+-----
```

10. On Screen 1.6.3 select **3** for Contractual Purchase Request (Note: It is very important to select Contractual)

```
+----- CREATE PURCHASE REQUESTS ----- 1.3 +  
K7 SAW  
1 - EXIT FROM CEFMS  
2 - PREVIOUS SCREEN  
  
3 - CONTRACTUAL PURCHASE REQUEST  
4 - IN-HOUSE PURCHASE REQUEST  
5 - GOVT ORDER PURCHASE REQUEST  
6 - TRAINING REQUEST (DD1556)  
7 - OTHER MISCELLANEOUS PURCHASE  
8 - BULK MISCELLANEOUS PURCHASE  
  
Please Enter Selection: 3  
+-----
```

11. The instructions for completing Screen 2.34 are listed below.

```
+-- v2.1.48 ----- PURCHASE REQUEST CREATE/UPDATE SCREEN ----- 234 --+
|
|          PURCHASE REQUEST NO: W81LJ880232625
| LAST AMENDMENT NO: 0   QUERIED/NEW AMENDMENT NO: 0   AMND DATE: 05-AUG-1998
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          PLANNING IND:          BUYER CODE:
|          PRIORITY CODE: 1      BUYER NAME:
|          URGENCY OF NEED:      SAACONS SITE ID:          SAACONS STATUS: 3
|
|          TARGET OBLIGATION DATE: 05-AUG-1998  OBLIGATION REF NO:
|
|          REQUESTING ORGANIZATION: K7R3000 EMERGENCY MANAGEMENT DIVISION
|
|          ORGANIZATION ISSUED TO: K7P0000  CONTRACTING DIVISION
|          TRAINING FACILITY:
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          Ctrl-F1 PR LINE ITEMS          Ctrl-F2 GOVERNMENT ORDER
|          Ctrl-F3 VIEW LINE ITEM SUMMARY  Ctrl-F4 VIEW AMENDMENT SUMMARY
|                                          Ctrl-F6 OTHER MISC. PURCHASES
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          <PGDN> NXT PAGE --- <F9> CREATE RECORD --- <END> COMMIT ---- <F10> EXIT ---
```

12a. On Screen 2.34 for PURCHASE REQUEST NO: Press **<Enter>** key or for an amendment use the **<F2>** key to search for the PR&C number.

12b. On Screen 2.34 for QUERIED/ NEW ADMENDMENT: Press **<Enter>** key or for an amendment enter the number of amendment for 1, 2, 3 etc...

12c. On Screen 2.34 for PLANNING IND: Press **<Enter>** key

12d. On Screen 2.34 for PRIORITY CODE: use the **<F4>** key to enter to see the list and then select **1** from the list

12e. On Screen 2.34 for URGENCY OF NEED: Press **<Enter>** key

12f. On Screen 2.34 for BUYER CODE: Press **<Enter>** key

12g. On Screen 2.34 for TARGET OBLIGATION DATE: enter the **Day-Month-Year** for example 05-AUG-1998 OR Press **<Enter>** key

12h. On Screen 2.34 for OBLIGATION REF NO: Press **<Enter>** key

12. The instructions for completing Screen 2.34 are listed below. (continued)

```
+-- v2.1.48 ----- PURCHASE REQUEST CREATE/UPDATE SCREEN ----- 234 --+
|
|          PURCHASE REQUEST NO: W81LJ880232625
| LAST AMENDMENT NO: 0   QUERIED/NEW AMENDMENT NO: 0   AMND DATE: 05-AUG-1998
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          PLANNING IND:          BUYER CODE:
|          PRIORITY CODE: 1      BUYER NAME:
|          URGENCY OF NEED:      SAACONS SITE ID:          SAACONS STATUS: 3
|
|          TARGET OBLIGATION DATE: 05-AUG-1998  OBLIGATION REF NO:
|
|          REQUESTING ORGANIZATION: K7R3000 EMERGENCY MANAGEMENT DIVISION
|
|          ORGANIZATION ISSUED TO: K7P0000  CONTRACTING DIVISION
|          TRAINING FACILITY:
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          Ctrl-F1  PR LINE ITEMS          Ctrl-F2  GOVERNMENT ORDER
|          Ctrl-F3  VIEW LINE ITEM SUMMARY  Ctrl-F4  VIEW AMENDMENT SUMMARY
|
|          Ctrl-F6  OTHER MISC. PURCHASES
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|          <PGDN> NXT PAGE --- <F9> CREATE RECORD --- <END> COMMIT ---- <F10> EXIT ---
```

12i. On Screen 2.34 for REQUESTING ORGANIZATION: Press the <F6> key to clear the field. Enter **K7R3000**. Emergency Management Division should populate the field. It is very important that you use Emergency Management Division and not your own organization for budget purposes.

If Emergency Management Division does not populate the field, then press the <F6> key to clear the field. To search for the correct organization, press the <F4> key. Press the <F2> key to search/query on for the correct organization. Press the <Tab> key to move the cursor to the name field. Type **Emergency%** and press the <press <F3> key to execute the search/query. If more than one organization populates the field use the <up arrow> or <down arrow key to move to the correct organization and press enter to accept.

12j. On Screen 2.34 for ORGANIZATION ISSUED TO: Press the <F6> key to clear the field. Enter **K7P0000**. Contracting Division should populate the field. It is very important that you use Contracting Division for the PR&C to be interfaced with SAACONS.

If Contracting Division does not populate the field, then Press the <F6> key to clear the field. To search for the correct organization, press the <F4> key. Press the <F2> key to search/query on for the correct organization. Press the <Tab> key to move the cursor to the name field. Type **Contracting%** and press the <press <F3> key to execute the search/query. If more than one organization populates the field use the <up arrow> or <down arrow key to move to the correct organization and press enter to accept.

13. Screen 2.34.1 contains information about the technical and financial points of contact.

```

+- v2.1.48 ----- PURCHASE REQUEST CREATE/UPDATE SCREEN ----- 234.1 +-
|
|                PURCHASE REQUEST NO: W81LJ880232625
| LAST AMENDMENT NO: 0   QUERIED/NEW AMENDMENT NO: 0   AMND DATE: 23-JAN-1998
|-----+-----+
| TECHNICAL POINT OF CONTACT                FINANCIAL POINT OF CONTACT
| ID NO: BRODJ5350                          ID NO: BORDL6419
| NAME: BRODMERKEL      JAN P                : BORDEAUX      LISA S
| ADDRESS: USAED, WILMINGTON                ADDRESS: USAED, WILMINGTON
|        69 DARLINGTON AVE (28403)          69 DARLINGTON AVE (28403)
| CITY: WILMINGTON                          CITY: WILMINGTON
| STATE: NC NORTH CAROLINA                  STATE: NC NORTH CAROLINA
| COUNTRY: US UNITED STATES                 COUNTRY: US UNITED STATES
| ZIP: 28402-1890                          ZIP: 28402-1890
| CORPSMAIL:                               CORPSMAIL:
| OFC SYM: CESAW-EP-EG                     OFC SYM: CESAW-RM-F
| PHONE:                                    PHONE: 910-251-4806
|-----+-----+
|                <PGDN> PR-SPECIFIC REMARKS
|----- PGUP PRV PAGE --- F9 CREATE RECORD --- <END> COMMIT ---- F10 EXIT -----+

```

13a. On Screen 2.34.1 for TECHNICAL POINT OF CONTACT ID NO: Press the <F4> key to list the names. The technical point of contact will usually be the Water PRT mission specialist/manager manager. Press the <F2> key to search/query on for the correct person. Type the first four letters of last name% and press the <press <F3> key to execute the search/query. For example if John Smith were the mission specialist you would type **Smit%** and press the <F3> to execute to search. If more than name populates the field use the <up arrow> or <down arrow> key to move to the correct organization and press enter to accept. The remaining fields under TECHNICAL POINT OF CONTACT will populate automatically.

13b. On Screen 2.34.1 for FINANCIAL POINT OF CONTACT ID NO: Press the <F4> key to list the names. The financial point of contact will usually be the Water PRT resource management specialist. Press the <F2> key to search/query on for the correct person. Type the first four letters of last name and % and press the <F3> key to execute the search/query. For example if John Smith were the mission specialist you would type **Smit%** and press the <F3> to execute to search. If more than name populates the field use the <up arrow> or <down arrow> key to move to the correct organization and press enter to accept. The remaining fields under FINANCIAL POINT OF CONTACT will populate automatically.

14. From Screen 2.34.1 press the **<Page Down>** key to enter remarks on Screen 2.34.6. The remarks will help Contracting, Logistics, Resource Management and Mission Specialist track the requests for water. The remarks should reference the Contract No. and location of delivery. For amendments provide a descriptive reason of the change for each amendment including the change in quantity and amount for each line changes. An example of the remarks is listed below.

**For the purchase of bottled drinking water under Contract No. DACW54-98-D-XXXX. This water will be delivered to Staging Area Name, Anytown, State. This location requires XX,XXX liters of water per day for X days for a total of XXX,XXX liters. Delivery to begin on Day-Month-Year.**

```
+-- v2.1.48 ----- PURCHASE REQUEST CREATE/UPDATE SCREEN ----- 234.6 --+
|
|          PURCHASE REQUEST NO: W81LJ880232625
| LAST AMENDMENT NO: 0   QUERIED/NEW AMENDMENT NO: 0   AMND DATE: 23-JAN-1998
|-----+-----+
| FOR THE PURCHASE OF BOTTLED DRINKING UNDER CONTRACT NO. DACW54-98-D-XXXX.
| THIS WATER WILL BE DELIVERED TO STAGING AREA NAME, ANYTOWN, STATE.
| THIS LOCATION REQUIRES XX,XXX LITERS OF WATER PER DAY FOR X DAYS FOR A
| TOTAL OF XXX,XXX LITERS. DELIVERY TO BEGIN ON DAY-MONTH-YEAR.
|
|-----+-----+
+----- PGUP PRV PAGE --- F9 CREATE RECORD --- <END> COMMIT ---- F10 EXIT -----+
```

15. After the remarks have been entered, press the **<End>** key to commit the PR&C. You should see the message Transaction Completed X records posts and committed. If you do not see this message press the **<End>** key again.

\*\* It is VERY VERY important to write the PR&C number down. \*\*

16. After you press **<End>** key you should be returned to Screen 2.34. If you are not returned to Screen 2.34, then use the **<Page Up>** to return to Screen 2.34.

17. From Screen 2.34 press the <Ctrl> and <F1> keys at the same time to reach the screen to enter the line items, Screen 2.36. The bottom of Screen 2.34 identifies Ctrl -F1 as the key selection to enter the PR Line Items.

```

+- v2.1.48 ----- PURCHASE REQUEST CREATE/UPDATE SCREEN ----- 234 +-
|
|          PURCHASE REQUEST NO: W81LJ880232625
| LAST AMENDMENT NO: 0   QUERIED/NEW AMENDMENT NO: 0   AMND DATE: 05-AUG-1998
|-----+-----+
|          PLANNING IND:          BUYER CODE:
|          PRIORITY CODE: 1      BUYER NAME:
|          URGENCY OF NEED:      SAACONS SITE ID:      SAACONS STATUS: 3
|
|          TARGET OBLIGATION DATE: 05-AUG-1998  OBLIGATION REF NO:
|
|          REQUESTING ORGANIZATION: K7R3000 EMERGENCY MANAGEMENT DIVISION
|
|          ORGANIZATION ISSUED TO: K7P0000  CONTRACTING DIVISION
|          TRAINING FACILITY:
|-----+-----+
|          Ctrl-F1  PR LINE ITEMS          Ctrl-F2  GOVERNMENT ORDER
|          Ctrl-F3  VIEW LINE ITEM SUMMARY  Ctrl-F4  VIEW AMENDMENT SUMMARY
|                                          Ctrl-F6  OTHER MISC. PURCHASES
+-+  <PGDN> NXT PAGE  --- <F9> CREATE RECORD  --- <END> COMMIT  ---- <F10> EXIT  --+

```

18. Screen 2.36 contains information about the Line Items. To be updated as soon as SOW is complete for 1999. [The contract has three line items; 1) BOTTLED DRINKING WATER IN 0.5 TO 1.5 LITER PET BOTTLES, 2) STANDBY TIME IN EXCESS OF 4 HOURS, 3) ADDITIONAL GROUND MILEAGE. It is very important to have the line items in CEFMS match the line items in the Contract bidding schedule.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 236 --+
| PURCHASE REQUEST NO: W81LJ880232625 AMEND NO: 0 AMEND DATE: 05-AUG-1998 |
+-----+
| LINE ITEM NO: 1 S&A ON LINE ITEM NO: |
| LINE ITEM DESCRIPTION: EM/WATER/ BOTTLED DRINKING WATER IN 0.5 TO 1.5 Liter |
| METHOD OF ACCOMPLISHMENT: C2 CONTRACT - OUTSIDE GOVERNMENT |
| ORDERING WORK ITEM: A00001 CORPS STATUTORY AUTHORITIES DA99037 |
| RS ASSET ID: |
| SAACONS USE INDICATOR: Y LINE ITEM WILL BE AWARDED IN SAACONS |
| REQUIRED DELIVERY DATE: 06-AUG-1998 |
| DELIVER TO ID: BRODUJ5350 BRODMERKEL JAN P |
| OFC SYM: CESAW-EP-E |
| CUSTOMER PICK-UP?: |
| SHIP TO: K770000 LOGISTICS MGMT OFFICE |
+-----+
| <Ctrl-F1> CREATE FROM RESOURCE ESTIMATE <Ctrl-F3> VIEW LINE ITEM HISTORY |
| <Ctrl-F5> VIEW APPMS DISAPPROVAL REMARKS <Ctrl-F10> MENU |
+- <PGDN> NXT PAGE ---- <F9> CREATE RECORD ---- <END> COMMIT ---- <F10> EXIT ---+

```

18a. On Screen 2.36 for LINE ITEM NO: Enter **1** for the first line item.

18b. On Screen 2.36 for S & A ON LINE ITEM NO: **<Enter>**

18c. On Screen 2.36 for LINE ITEM DESCRIPTION: Type **EM / WATER / BOTTLED DRINKING WATER IN 0.5 TO 1.5 LITER PET BOTTLES**. It is important to put the office symbol and name for tracking and closeout purposes.

18d. On Screen 2.36 for METHOD OF ACCOMPLISHMENT: **<Enter>** This item will automatically populate with C2 CONTRACT OUTSIDE GOVERNMENT. If it does not say C2 then something is incorrect and you should seek help.

18e. On Screen 2.36 for ORDERING WORK ITEM: Enter the work Item provided by EM for the bottled water contract or press the **<F4>** key to select from a list. To search for the item in the list use **<F2>** key and enter the item number or partial item number% and press **<F3>** to initiate the search/query.

18f. On Screen 2.36 for RS ASSET ID: Press **<Enter>** key

18g. On Screen 2.36 for SAACONS USE INDICATOR: This field will automatically populates with a Y if the Organization Issued to is Contracting.

18. Screen 2.36 contains information about the Line Items. (continued)

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 236 --+
| PURCHASE REQUEST NO: W81LJ880232625 AMEND NO: 0 AMEND DATE: 05-AUG-1998 |
+-----+
| LINE ITEM NO: 1 S&A ON LINE ITEM NO: |
| LINE ITEM DESCRIPTION: EM/WATER/ BOTTLED DRINKING WATER IN 0.5 TO 1.5 Liter |
| METHOD OF ACCOMPLISHMENT: C2 CONTRACT - OUTSIDE GOVERNMENT |
| ORDERING WORK ITEM: A00001 CORPS STATUTORY AUTHORITIES DA99037 |
| RS ASSET ID: |
| SAACONS USE INDICATOR: Y LINE ITEM WILL BE AWARDED IN SAACONS |
| REQUIRED DELIVERY DATE: 06-AUG-1998 |
| DELIVER TO ID: BRODJ5350 BRODMERKEL JAN P |
| OFC SYM: CESAW-EP-E |
| CUSTOMER PICK-UP?: |
| SHIP TO: K770000 LOGISTICS MGMT OFFICE |
+-----+
| <Ctrl-F1> CREATE FROM RESOURCE ESTIMATE <Ctrl-F3> VIEW LINE ITEM HISTORY |
| <Ctrl-F5> VIEW APPMS DISAPPROVAL REMARKS <Ctrl-F10> MENU |
+- <PGDN> NXT PAGE ---- <F9> CREATE RECORD ---- <END> COMMIT ---- <F10> EXIT ---+

```

18h. On Screen 2.36 for REQUIRED DELIVERY DATE: This field automatically populates with today's date. Use <F6> key to clear the field and enter the date stated in the ESF#3 tasker.

18i. On Screen 2.36 for DELIVER TO ID: Press <F4> key to select the District's Logistics Office ID from a list. To search for the item in the list use <F2> key to initiate a search/query. Type the first four letters of the office name and % and press the <F3> key to execute the search/query. For example type **Logi%** and press the <F3> to execute to search.

18j. On Screen 2.36 for OFC SYM: This field will automatically populate with the office symbol of the organization to DELIVER TO ID.

18k. On Screen 2.36 for SHIP TO: Press <F4> key to select the District's Logistics Office ID from a list. To search for the item in the list use <F2> key to initiate a search/query. Type the first four letters of the office name and % and press the <F3> key to execute the search/query. For example type **Logi%** and press the <F3> key to execute to search.

19. Screen 2.36.1 provides additional information for the line item.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 2.36.1 --+
| PR NO: W81LJ880232625 LINE ITEM: 1 LAST AMEND NO: 0 DATE: 05-AUG-1998 |
+-----+
| FUND WORK ITEM: A00001 SUBSEQUENT PERIOD: N ONE PERCENT IND: N |
| RESOURCE PLAN: 1 MDEP: NA NOT APPLICABLE |
| FUNDING AUTH REC: 3125-XX-2448-08 PROJECT CODE: NA LOCATION: NA |
| C.O. ITEM NO.: NA BAAN: NA SELLER CODE: NA |
| APPROPRIATION: 96 NA X 3125 0000 RESOURCE: SUPMATRL COMMODITIES |
| APPROP EXPIRE DATE: EOR CODE: 2600 TOTAL SUPPLIES AN |
| FUND TYPE: D DIRECT FUNDS WORK CAT: 01400 SUPPLIES AND EQU |
| CAT/CLASS/SUBCLASS: 110 CORPS STATUTOR WORK CAT ELEM: 99998 FOR CEFMS CIVIL U |
| MGT STRUCTURE: 000120 HAND REC ACCT: 025 TRAVEL COST CODE: |
| PRON: NA COST TYPE: EXP EXPENSE |
| BLIN: NA FOREIGN CURR: |
| COST SHARE CTL. NO: WIR WI CODE: |
| S&A RATE TYPE: S&A RATE: |
+-----+
| PGDN -> US DOLLAR AMOUNT or FOREIGN CURRENCY AMOUNT |
+----- PGUP PRV PAGE ----- <END> COMMIT ---- F10 EXIT ----- CTRL-F10 MENU -----+

```

19a. On Screen 2.36.1 for FUND WORK ITEM: The funded work item will be provided by EM. Press <F4> key to select the funded work item from a list. To search for the item in the list use <F2> key to initiate a search/query. Type the first four letters/numbers of the item and % and press the <F3> key to execute the search/query. For example type **A000%** and press the <F3> to execute to search.

19b. On Screen 2.36.1 for RESOURCE: Press <F4> key to list choices and highlight SUPMATRL from the list using <Up or Down Arrow> keys. Press <Enter> key to select.

19c. On Screen 2.36.1 for EOR CODE: Press <F4> key to list choices and highlight 2600 TOTAL SUPPLIES AND.... from the list using <Up or Down Arrow> keys. Press <Enter> key to select.

19d. On Screen 2.36.1 for WORK CAT: Press <F4> key to highlight 01400 SUPPLIES AND EQUIPMENT from the list using <Up or Down Arrow> keys Press <Enter> key to select.

19e. On Screen 2.36.1 for FOREIGN CURR: Press <Enter> key

20. Screen 2.36.2 provides information on the unit of measure and unit cost for the line item.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 2.36.2 --+
|                                     U.S. DOLLAR AMOUNT
|                                     PR NO: W81LJ880232625
|                                     LAST AMENDMENT NO: 0   AMENDMENT DATE: 05-AUG-1998
+-----+
| PR LINE ITEM NO: 1   DESCRIPTION: EM/BOTTLED DRINKING WATER IN 0.
| UNIT OF MEASURE: LI LITER
|                                     AMOUNT AVAILABLE FOR REQUEST:      106.96
|                                     COMMITTED:                          1.00
|                                     OBLIGATION ADJUSTMENT:              .00
|                                     UNOBLIGATED AMOUNT:                 1.00
|
|                                     QTY      UNIT PRICE      AMOUNT
| PREVIOUS:                          1.0000      1.000          1.00
| NEW:                                1.000
| INCREASE/DECREASE:
| *** Enter the NEW Quantity and Unit Price or Amount for the Line Item ***
+-----+
| <Ctrl-F2> FUNDING SUMMARY  <Ctrl-F4> ATTACH DD 1556  <Ctrl-F6> VIEW 1556 |
+---- <PGUP> PRV PAGE ---- <END> COMMIT ---- <F10> EXIT ---- <Ctrl-F10> MENU ----+

```

20a. On Screen 2.36.2 for UNIT OF MEASURE: Press <F4> key to highlight LI Liter using <Up or Down Arrow> keys. Press <Enter> key to select

20b. On Screen 2.36.2 for QTY: Enter the total quantity of water in liters required for the ESF #3 staging area. For example 100,000 liters, if 100,000 liters were required you would enter 100000.

20c. On Screen 2.36.2: Press the <End> key to commit after the quantity and unit price have been entered.

20d. For the message “Transaction completed - x records posted and committed.”: Press <Enter> key to accept.

21. The second line item is "Standby Time in Excess of 4 Hours". To begin the second/next line item: Press <Page Up> <Page Up> to return to Screen 2.36. Press <F9> key to create a new record/line item. Press the <F7> key to duplicate/copy the basic information from the first/previous line item.

22. Screen 2.36 contains information about the Line Item. For majority of fields you can use <Enter> key to accept the entries copied from the first line item. The instructions, below, list the field that must be changed or re-entered.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 2.36 --+
| PURCHASE REQUEST NO: W81LJ880232625 AMEND NO: 0 AMEND DATE: 05-AUG-1998 |
+-----+
| LINE ITEM NO: 1 S&A ON LINE ITEM NO: |
| LINE ITEM DESCRIPTION: EM/WATER/STANDBY TIME IN EXCESS OF 4 HOURS |
| METHOD OF ACCOMPLISHMENT: C2 CONTRACT - OUTSIDE GOVERNMENT |
| ORDERING WORK ITEM: A00001 CORPS STATUTORY AUTHORITIES DA99037 |
| RS ASSET ID: |
| SAACONS USE INDICATOR: Y LINE ITEM WILL BE AWARDED IN SAACONS |
| REQUIRED DELIVERY DATE: 06-MAY-1998 |
| DELIVER TO ID: BRODJ5350 BRODMERKEL JAN P |
| OFC SYM: CESAW-EP-E |
| CUSTOMER PICK-UP?: |
| SHIP TO: K770000 LOGISTICS MGMT OFFICE |
+-----+
| <Ctrl-F1> CREATE FROM RESOURCE ESTIMATE <Ctrl-F3> VIEW LINE ITEM HISTORY |
| <Ctrl-F5> VIEW APPMS DISAPPROVAL REMARKS <Ctrl-F10> MENU |
+- <PGDN> NXT PAGE ---- <F9> CREATE RECORD ---- <END> COMMIT ---- <F10> EXIT --+

```

22a. On Screen 2.36 for LINE ITEM NO: Enter **2** for the second line item.

22b. On Screen 2.36 for LINE ITEM DESCRIPTION: Type **EM / Water / STANDBY TIME IN OF 4 HOURS**. It is important to put the office symbol and name for tracking and closeout purposes.

22c. On Screen 2.36 for RS ASSET ID: Press <Enter> key

22d. On Screen 2.36 for OFC SYM: This field will automatically populate with the office symbol of the organization to DELIVER TO ID.

23. Screen 2.36.1 provides additional information for the line item. For majority of fields on this screen you will be required to re-enter the data.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 2.36.1 --+
| PR NO: W81LJ880232625 LINE ITEM: 1 LAST AMEND NO: 0 DATE: 05-AUG-1998 |
+-----+
|   FUND WORK ITEM: A00001           SUBSEQUENT PERIOD: N       ONE PERCENT IND: N
|   RESOURCE PLAN: 1                 MDEP: NA              NOT APPLICABLE
|   FUNDING AUTH REC: 3125-XX-2448-08 PROJECT CODE: NA        LOCATION: NA
|   C.O. ITEM NO.: NA                BAAN: NA             SELLER CODE: NA
|   APPROPRIATION: 96 NA X 3125 0000 RESOURCE: SUPMATRL     COMMODITIES
|   APPROP EXPIRE DATE:              EOR CODE: 2600        TOTAL SUPPLIES AN
|   FUND TYPE: D DIRECT FUNDS        WORK CAT: 01400     SUPPLIES AND EQU
|   CAT/CLASS/SUBCLASS: 110 CORPS STATUTOR WORK CAT ELEM: 99998 FOR CEFMS CIVIL U
|   MGT STRUCTURE: 000120           HAND REC ACCT: 025 TRAVEL COST CODE:
|   PRON: NA                         COST TYPE: EXP EXPENSE
|   BLIN: NA                         FOREIGN CURR:
|   COST SHARE CTL. NO:              WIR WI CODE:
|                                     S&A RATE TYPE:           S&A RATE:
+-----+
|                                     PGDN -> US DOLLAR AMOUNT or FOREIGN CURRENCY AMOUNT
+----- PGUP PRV PAGE ----- <END> COMMIT ---- F10 EXIT ----- CTRL-F10 MENU -----+

```

23a. On Screen 2.36.1 for FUND WORK ITEM: The funded work item will be provided by EM. Press <F4> key to select the funded work item from a list. To search for the item in the list use <F2> key to initiate a search/query. Type the first four letters/numbers of the item and % and press the <F3> key to execute the search/query. For example type A000% and press the <F3> to execute to search.

23b. On Screen 2.36.1 for RESOURCE: Press <F4> key to list choices and highlight SUPMATRL from the list using <Up or Down Arrow> keys. Press <Enter> key to select.

23c. On Screen 2.36.1 for EOR CODE: Press <F4> key to list choices and highlight 2600 TOTAL SUPPILES AND.... from the list using <Up or Down Arrow> keys. Press <Enter> key to select.

23d. On Screen 2.36.1 for WORK CAT: Press <F4> key to highlight 01400 SUPPLIES AND EQUIPMENT from the list using <Up or Down Arrow> keys Press <Enter> key to select.

23e. On Screen 2.36.1 for FOREIGN CURR: Press <Enter> key

24. Screen 2.36.2 provides information on the unit of measure and unit cost for the line item.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 2.36.2 --+
|                                     U.S. DOLLAR AMOUNT
|                                     PR NO: W81LJ880232625
|                                     LAST AMENDMENT NO: 0   AMENDMENT DATE: 05-AUG-1998
+-----+
| PR LINE ITEM NO: 1   DESCRIPTION: EM/BOTTLED DRINKING WATER IN 0.
| UNIT OF MEASURE: LI LITER
|                                     AMOUNT AVAILABLE FOR REQUEST:      106.96
|                                     COMMITTED:                          1.00
|                                     OBLIGATION ADJUSTMENT:              .00
|                                     UNOBLIGATED AMOUNT:                1.00
|
|                                     QTY      UNIT PRICE      AMOUNT
| PREVIOUS:      1.0000      1.000      1.00
| NEW:
| INCREASE/DECREASE:
| *** Enter the NEW Quantity and Unit Price or Amount for the Line Item ***
+-----+
| <Ctrl-F2> FUNDING SUMMARY  <Ctrl-F4> ATTACH DD 1556  <Ctrl-F6> VIEW 1556 |
+--- <PGUP> PRV PAGE ---- <END> COMMIT ---- <F10> EXIT ---- <Ctrl-F10> MENU ----+

```

24a. On Screen 2.36.2 for UNIT OF MEASURE: Press **<F4>** key to highlight HR Hour using **<Up or Down Arrow>** keys. Press **<Enter>** key to select

24b. On Screen 2.36.2 for QTY: Enter the standby time in hours required for the ESF #3 staging area. For example, if 600 hours were required you would enter 600.

(Note: To estimate this quantity, first, divide the quantity of water used in Line Item 1 by 18,000 to obtain the estimated number of truckloads. Next, multiply the result by 6 to obtain the estimated number of hours. It was estimated an additional six hours of standby time would be needed to unload each truckload of water. If operations are running smoothly at the staging, then use a number lower than 6 hours per truckload might be used, for example 2 hours per truckload.)

24c. On Screen 2.36.2: Press the **<End>** key to commit after the quantity and unit price have been entered.

24d. For the message “Transaction completed - x records posted and committed.”: Press **<Enter>** key to accept.

25. The third line item is “Additional Ground Mileage”. To begin the third/next line item: Press **<Page Up>** **<Page Up>** to return to Screen 2.36. Press **<F9>** key to create a new record/line item. Press the **<F7>** key to duplicate/copy the basic information from the second/previous line item.

26. Screen 2.36 contains information about the Line Item. For majority of fields you can use **<Enter>** key to accept the entries copied from the first line item. The instructions, below, list the field that must be changed or re-entered.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 236 --+
| PURCHASE REQUEST NO: W81LJ880232625 AMEND NO: 0 AMEND DATE: 05-AUG-1998 |
+-----+
| LINE ITEM NO: 1 S&A ON LINE ITEM NO: |
| LINE ITEM DESCRIPTION: EM / WATER / ADDITIONAL GROUND MILEAGE |
| METHOD OF ACCOMPLISHMENT: C2 CONTRACT - OUTSIDE GOVERNMENT |
| ORDERING WORK ITEM: A00001 CORPS STATUTORY AUTHORITIES DA99037 |
| RS ASSET ID: |
| SAACONS USE INDICATOR: Y LINE ITEM WILL BE AWARDED IN SAACONS |
| REQUIRED DELIVERY DATE: 06-AUG-1998 |
| DELIVER TO ID: BRODJ5350 BRODMERKEL JAN P |
| OFC SYM: CESAW-EP-E |
| CUSTOMER PICK-UP?: |
| SHIP TO: K770000 LOGISTICS MGMT OFFICE |
+-----+
| <Ctrl-F1> CREATE FROM RESOURCE ESTIMATE <Ctrl-F3> VIEW LINE ITEM HISTORY |
| <Ctrl-F5> VIEW APPMS DISAPPROVAL REMARKS <Ctrl-F10> MENU |
+- <PGDN> NXT PAGE ---- <F9> CREATE RECORD ---- <END> COMMIT ---- <F10> EXIT --+

```

26a. On Screen 2.36 for LINE ITEM NO: Enter **2** for the second line item.

26b. On Screen 2.36 for LINE ITEM DESCRIPTION: Type **EM / WATER / STANDBY TIME IN OF 4 HOURS**. It is important to put the office symbol and name for tracking and closeout purposes.

26c. On Screen 2.36 for RS ASSET ID: Press **<Enter>** key

27d. On Screen 2.36 for OFC SYM: This field will automatically populate with the office symbol of the organization to DELIVER TO ID.

28. Screen 2.36.1 provides additional information for the line item. For majority of fields on this screen you will be required to re-enter the data.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 2.36.1 --+
| PR NO: W81LJ880232625 LINE ITEM: 1 LAST AMEND NO: 0 DATE: 05-AUG-1998 |
+-----+
|   FUND WORK ITEM: A00001           SUBSEQUENT PERIOD: N       ONE PERCENT IND: N
|   RESOURCE PLAN: 1                 MDEP: NA                 NOT APPLICABLE
|   FUNDING AUTH REC: 3125-XX-2448-08 PROJECT CODE: NA         LOCATION: NA
|   C.O. ITEM NO.: NA                BAAN: NA                 SELLER CODE: NA
|   APPROPRIATION: 96 NA X 3125 0000 RESOURCE: SUPMATRL     COMMODITIES
|   APPROP EXPIRE DATE:              EOR CODE: 2600 TOTAL SUPPLIES AN
|   FUND TYPE: D DIRECT FUNDS        WORK CAT: 01400 SUPPLIES AND EQU
|   CAT/CLASS/SUBCLASS: 110 CORPS STATUTOR WORK CAT ELEM: 99998 FOR CEFMS CIVIL U
|   MGT STRUCTURE: 000120           HAND REC ACCT: 025 TRAVEL COST CODE:
|   PRON: NA                         COST TYPE: EXP EXPENSE
|   BLIN: NA                         FOREIGN CURR:
|   COST SHARE CTL. NO:             WIR WI CODE:
|                                     S&A RATE TYPE:           S&A RATE:
+-----+
| PGDN -> US DOLLAR AMOUNT or FOREIGN CURRENCY AMOUNT
+----- PGUP PRV PAGE ----- <END> COMMIT ---- F10 EXIT ----- CTRL-F10 MENU -----+

```

28a. On Screen 2.36.1 for FUND WORK ITEM: The funded work item will be provided by EM. Press <F4> key to select the funded work item from a list. To search for the item in the list use <F2> key to initiate a search/query. Type the first four letters/numbers of the item and % and press the <F3> key to execute the search/query. For example type A000% and press the <F3> to execute to search.

28b. On Screen 2.36.1 for RESOURCE: Press <F4> key to list choices and highlight SUPMATRL from the list using <Up or Down Arrow> keys. Press <Enter> key to select.

28c. On Screen 2.36.1 for EOR CODE: Press <F4> key to list choices and highlight 2600 TOTAL SUPPILES AND.... from the list using <Up or Down Arrow> keys. Press <Enter> key to select.

28d. On Screen 2.36.1 for WORK CAT: Press <F4> key to highlight 01400 SUPPLIES AND EQUIPMENT from the list using <Up or Down Arrow> keys Press <Enter> key to select.

28e. On Screen 2.36.1 for FOREIGN CURR: Press <Enter> key

29. Screen 2.36.2 provides information on the unit of measure and unit cost for the line item.

```

+ v2.1.132 ---- PURCHASE REQUEST LINE ITEM CREATE/UPDATE SCREEN----- 2.36.2 --+
|                                     U.S. DOLLAR AMOUNT
|                                     PR NO: W81LJ880232625
|                                     LAST AMENDMENT NO: 0   AMENDMENT DATE: 05-AUG-1998
+-----+
| PR LINE ITEM NO: 1   DESCRIPTION: EM/BOTTLED DRINKING WATER IN 0.
| UNIT OF MEASURE: MI MILE
|                                     AMOUNT AVAILABLE FOR REQUEST:      106.96
|                                     COMMITTED:                          1.00
|                                     OBLIGATION ADJUSTMENT:              .00
|                                     UNOBLIGATED AMOUNT:                 1.00
|
|                                     QTY          UNIT PRICE          AMOUNT
| PREVIOUS:          1.0000          1.000          1.00
| NEW:
| INCREASE/DECREASE:
| *** Enter the NEW Quantity and Unit Price or Amount for the Line Item ***
+-----+
| <Ctrl-F2> FUNDING SUMMARY <Ctrl-F4> ATTACH DD 1556 <Ctrl-F6> VIEW 1556 |
+---- <PGUP> PRV PAGE ---- <END> COMMIT ---- <F10> EXIT ---- <Ctrl-F10> MENU ----+

```

29a. On Screen 2.36.2 for UNIT OF MEASURE: Press **<F4>** key to highlight MI Mile using **<Up or Down Arrow>** keys. Press **<Enter>** key to select

29b. On Screen 2.36.2 for QTY: Enter the additional ground miles in miles. . For example, if 200 miles were required you would enter 200.

(Note: To estimate this quantity, first, divide the quantity of water used in Line Item 1 by 18,000 to obtain the estimated number of truckloads. Next, determine the average distance of the staging from the location stated in the bid schedule for example Jacksonville, FL, Evergreen, AL, etc.. Finally multiply, the distance by the number of truckloads obtain in the first step to obtain the number of additional ground miles.)

29c. On Screen 2.36.2: Press the **<End>** key to commit after the quantity and unit price have been entered.

29d. For the message “Transaction completed - x records posted and committed.”: Press **<Enter>** key to accept.

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## Appendix I - Logistic Support

The logistical requirements in the execution of this mission are critical. Outlined below are essential requirements:

a. **Staging Areas.** Do not leave pallets and other related equipment at airports or dockside. If loads must be broken up or staged, a forklift will facilitate operations. If a hard surface is not available, a rubber-wheeled forklift could be secured. ESF #1 (Department of Transportation) can assist in locating and contracting.

b. **Accountability, maintenance and tracking of resources.** An authorized receiving agent should be on-site to receive water shipments (bulk and bottled) to ensure delivery. This would include bulk water deliveries to distribution points. Trailers and tankers deployed to the field should be marked with some form of identification to facilitate aerial observation. A suggestion would be to spray a solid three-foot diameter circle on top of the trailer/tanker with fluorescent orange paint. Dockside operations would be facilitated by locating a Harbormaster at the port to control arrival and departure of materials.

c. **Resources.** The recovery and restoration of resources should be addressed prior to mission completion.

d. **Security Considerations.** During initial stages, potable water is likely to be relatively scarce and security should be considered for the delivery phase of emergency water operations (staging and distribution). Typically, security at multi-agency mobilization centers, staging areas, and distribution points is arranged through the DFO. For sites acquired by USACE, security can be arranged directly (via contract or USACE personnel) or by requesting assistance through the ESF #3 Action Officer. Mobilization centers and staging areas should be fenced and lighted, with a 24-hour guard. Local law enforcement officials are recommended for crowd control and security of distribution workers when distribution is made to large assemblies of people. Security of bulk water storage and distribution may be a factor if purposeful contamination from vandalism is a threat.

e. **Transportation Methods.** Factors to consider include minimum standards for containers, types of containers, and distribution methods. Some form of maintenance contract may be required to repair vehicles. Debris on roads may increase the likelihood of tire damage, and the threat of vandalism should also be considered.

f. **Storage Site Requirements.** Areas where semi-tractor trailers are stored should be hard surfaced to prevent rutting, to facilitate fork lift operations, and to prevent the wheels from sinking into the ground. If this is not possible, boards can be placed under the wheels to distribute the loads, this is especially important for the forward trailer wheels which are essentially point loads. Sites should be well drained. Trailers should not be parked in ponded water, water may hinder fork lift operations. Sites should be operated based on incoming and outgoing shipments. Usually, sites will operate on a 24-hour basis unless shipments and deliveries can be scheduled with some degree of accuracy. If the site is closed for some period,

emergency procedures should be established in the event the site must be opened on short notice to accommodate emergency situations.

(1) **Intermediate storage.** No distribution should be made to the public from these locations, only to response agencies and contractors hauling water. Sites should have restricted access and not be identified to the general public.

(2) **Distribution Sites.** ESF #1 (DOT) can provide tank trucks for hauling bulk water and/or use at distribution points. The military and National Guard have water buffaloes that can be used at distribution points. Water buffaloes and fixed tanks are easily refilled using tank trucks.

## Appendix J - Fly-Away Kit

It is recommended that each PRT deploy with minimum supplies to initiate their specific assignment at the impacted site. The items/supplies, listed below, are recommended for each component (i.e. DFO/ERRO/Staging Ops). The Deployable Tactical Operations System (DTOS) which will be deployed to support emergency operations will have necessary support equipment including six computers and supplies for extended operations. All PRT members should be deployed with EM shirts, jackets/windbreakers, and hats.

### Fly-Away Kit:

1. Business Case - Rolling
2. DTOS Compatible Laptop with peripheral accessories. \*\*Limit to AO (DFO) and MM (ERRO).
  - Portable printer with extra print cartridges
  - 25 ft. telephone line
  - Multiple port telephone line splicer
  - Surge protector
  - Diskettes
  - Extension Cord
3. Cell Phone/Back up battery.
4. Pager.
5. Calculator.
6. Office Supplies.
  - Paper - Ream
  - Lined paper/steno pads (2)
  - Pens/pencils
  - Highlighters
  - Stapler
  - Staples
  - Staple remover
  - Tape - (Clear/Duct)
  - Scissors
  - Paper clips/Binder clips
  - File Folders
  - Envelopes
7. 3 Hard Copies of Water Contract (Mission Manager, Contract Specialist, Contract Officer)

8. Local Map of Disaster Area, if available.
9. Flashlight with batteries.
10. Magnetic Emergency Operations signs.

**Appendix K - Reporting**  
**Tab 1 - Essential Elements of Information - Emergency Water**

**1. CORPS REQUIREMENTS FROM FEMA**

Total Funds Authorized

RFA Number

Mission Number

Tasker Number

Damage Assessments

- Impacted Geographical Area(s)
- Population
- Power Restoration

Staging Area Designation/GIS Products

Water stored from previous events

- Location
- Inventory
- Water Quality Test Results

Reporting Requirements (Personnel/Situation)

Closeout Requirements

**2. FEMA REQUIREMENTS FROM CORPS**

Total Funds Authorized

RFA Number

RFA Amendments

Mission Number

Tasker No.

Total Water Delivered to Date (All sources = Corps/VOLAG)

Total Water Required

Water Delivery - Past 24 hours

Water Required - Next 24 hours

Water Inventory on Hand

Water Anticipated in Staging Area - Next 24 hours

Estimated Completion Date

**3. INTERNAL CORPS UPWARD REPORTING REQUIREMENTS**

Total Funds Authorized

RFA Number

RFA Amendments

Mission Number

Tasker Number

Total Funds Obligated

Total Funds Committed

Total Funds Expended  
Total Water Required to Date - by Site  
Total Water Delivered to Date -by Site  
Water Delivery - Past 24 hours - by Site  
Total Daily Water Required Next 24 hours - by Site  
Water Inventory on Hand  
Water deliveries anticipated next 24 hours - by Site  
Estimated Completion Date  
Listing of Contracts  
Contract Status  
Personnel - List of Team Members  
Problems and Proposed Solutions

#### 4. MISSION MANAGEMENT INFORMATION REQUIREMENTS

Organizational Chart

List of Team Members and Position Description including ERRO, LERT, LERT-TMT

- Tour of Duty
- Hotel Phone
- Cell Phone
- Office Phone
- Pager
- Fax Number
- Home District
- Home District Phone
- Timekeeper /Phone No.
- EOC POC / Phone No.
- Emergency POC / Phone No.
- Health Issues
- Blood Type
- Foreign Language Skills

Total Funds Authorized

RFA Number

RFA Amendments

Mission Number

Tasker Number

Total Funds Obligated

Total Funds Committed

Total Funds Expended

Total Funds Available for Commitment

Total Water Delivered - by Site

Daily Water Delivered - by Site

Total Water Required - by Site

Total Water Inventory on Hand - by Staging Area

Daily Water Delivered - by Staging Area

List of Staging Areas (POC, Location, Phone Number, Fax Number)

Estimated Completion Date  
Percent Complete  
Listing of Contracts  
Contract Status  
Water Certification  
Water Quality Test Results  
Delivery Orders  
Daily Report from Transportation Nodes (Air, Barge, Trucking, Rail)  
Problems and Solutions

**Appendix K - Reporting**  
**Tab 2 - Sample Reports - Emergency Water**

**1. Situation Report Information.**

a. FEMA Mission Status - POTABLE WATER (Mission No.    )

- (1) Funds Authorized.
- (2) Revised Authorization Date.
- (3) Funds Committed.
- (4) Funds Obligated.
- (5) Funds expended.
- (6) Funds Available for Commitment.

**1. Situation Report Information (continued).**

**b. ESF #3 Total Water Mission Confirmed Delivery Sites.**

Tasker Number	Delivery Site	Daily Required Amount	Dispatched	Confirmed Delivery	Daily Complete (%)	Mission Complete (Date)	Remarks

Daily Total All Sites:

Mission Total Delivered to Date:

APPENDIX K  
SAMPLE REPORTS (Continued)

**2. Response-Recovery Transition Plan for Water Mission.**

a. **Description of Mission.** (COE-XXX-XX) The mission for emergency supply of water provides for the supply and distribution of potable water to the State of \_\_\_\_\_. This includes procurement and transport to the communities from available sources. Water is being obtained in bottled quantity for personal and general public use.

b. **Goals/Objectives.** The goals and objectives for this mission are to provide potable water to the State of \_\_\_\_\_ in a timely manner and in such quantity as needed to meet the demand. A scheduling period of 10 days was used to estimate water demands. The water is to be provided in individual containers only. Bulk water was provided by the (STATE) National Guard in potable water containers (water buffaloes). The estimated demand for water is highly variable with the largest demand for potable water due to contamination of local water supply systems and individual wells. (LOCATION AND STATE) area and vicinity required the longest period of water augmentation. Most deliveries were single, one-time deliveries of 5,000 gallons. \_\_\_\_\_ County and the Town of \_\_\_\_\_ and surrounding areas were the largest areas with the highest request (100,000 gallons per day, respectively).

c. **Description of End State.** The End State for this mission is that all demands for potable water are met. Complete termination will be realized when existing water demands terminate or the mission is turned over to FEMA.

d. **Plan for Accomplishment.** The mission objectives shall be completed in the following manner:

(1) **Planning.** The initial steps involved in this mission focus on responding in a timely manner to execute mission tasks assigned by ESF #3 (Office location).

(2) **Execution.** The USACE initiates supply contracts for the purpose of providing water to the communities as described in the official taskers from ESF #3. (#) contracts issued cut to provide for the delivery of potable water to the communities within specified time frames. Deliveries of potable water began within 24 hours of the initial tasker. Stockpiling became an immediate concern when the larger communities regained their water supply system and the need for bottled water became nonexistent. With a decrease in demand, water, still in the pipeline after termination of contracts, was moved at two distribution points to centralize distribution to recovery centers and other areas with needs. A certain percentage (#%) of the water stockpiled (one gallon containers) will be lost as a result of handling and storage during shipping, unloading and storage.

e. **Possible Problems.** The main problem that complicated the execution of this mission was the quantity of water requested at the time, which required more lead time for preparation of the requests.

f. **Level of Activity.** (#) communities or state centers were provided with potable water. (#) gallons of water was purchased. The budget for execution of the water mission was (#) million dollars. From (DATE) through (DATE) (#) gallons of water were delivered. As of (DATE), (#) gallons were in storage. Anticipated water demand was intermittent with approximately (#) gallons per week before close-out.

g. **Human Resources.** One mission manager is currently assigned to the water delivery mission in (STATE). The manager is supported by personnel from the Contracting Division and Logistics.

h. **Physical Completion.** P (DATE).

i. **Mission Completion Date.** (DATE).

j. **Mission Manager.** (NAME & PHONE NO).

### 3. Hurricane After Action Report for Water Mission.

DATE through DATE

a. **Description of Mission.** Provide potable water by contracting and distribution to the counties affected by Hurricane in the State of \_\_\_\_\_. This included procurement and transport to the affected communities in a timely fashion.

b. **Goals and Objectives.** Provide potable water to the affected communities in a timely manner and in such quantities to meet demand. A scheduling period of 10 days was used for emergency purposes. A time frame for the recovery period was not determined. Potable water was distributed in individual containers.

c. **Description of End States.** All demands for potable water were met. Complete termination of the mission was realized when existing water demands were met and the mission was turned over to Federal Emergency Management Agency on DATE.

d. **Plan for Accomplishment.** The mission objectives were completed in the following manner:

(1) **Planning.** The initial steps involved in this mission focused on meeting projected requirements as identified by taskers received from ESF#3. (#) taskers were received from ESF#3 during the emergency and recovery period.

(2) **Execution.** (#) short-term commercial contracts were awarded for the purpose of providing potable water. Delivery of bottled water began within (#) hours of the initial tasker from ESF#3. # staging areas were identified as distribution points. A tracking manifest system was implemented to track deliveries made directly to affected communities. At each site, where direct deliveries were made, a POC was identified and required to fax a copy of each truck manifest to the mission manager.

(3) **Possible Problems.** There were no major problems that complicated execution of this mission. Volumes delivered peaked within four days of initiation of the mission. A sharp drop in demand for potable water resulted in a large volume of water in the delivery pipeline. Arrangements were made in advance with each community for unloading of direct deliveries (palletized and wrapped) from tractor trailers. Water still in the pipeline after termination of deliveries was accepted and diverted to the two staging areas for storage. Contract modifications were sent to haulers regarding payment of valid costs acquired due to delays in processing deliveries at designated delivery points or the two staging areas. During the first two weeks deliveries were primarily to the northern counties with a shift in the latter weeks to the beach communities when they were opened.

(4) **Standard Guidelines.** Guidelines used during the emergency are attached.

(5) **Level of Activity.** (#) communities were provided with bottled water. After completion of all tasks, from DATE through DATE, a total of gallons of potable water was delivered. This number will be refined after fiscal close-out from contractors' invoices.

(6) **Budget.** The budget for execution of the water mission was million dollars.

e. **Human Resources.** One mission manager/coordinator was assigned to the water delivery mission in (STATE). The Manager was supported by personnel from the Contracting Division, Logistics Management Office, and the Department of the Interior (U.S. Forest Service).

f. **Physical Completion.** (DATE).

g. **Fiscal Close-out.** (DATE).

h. **Mission Manager.** (NAME, PHONE NO.).  
Attachment

**Appendix K  
Water Mission Summary Form**

<b>Water Mission Tracking Sheets</b>				
<b>DELIVERY DATE</b>	<b>VIA BARGE (GALLONS)</b>	<b>VIA AIR (GALLONS)</b>	<b>DELIVERED THIS DATE (GALLONS)</b>	<b>CUMULATIVE DELIVERED (GALLONS)</b>

Total Under Contract: \_\_\_\_\_  
 Total Delivered to PR: \_\_\_\_\_  
 En Route to PR: \_\_\_\_\_  
 En Route to JAX: \_\_\_\_\_  
 In Staging Area: \_\_\_\_\_  
 Scheduled for Air: \_\_\_\_\_  
 Total: \_\_\_\_\_

## Appendix L - Acronyms

### LIST OF ACRONYMS

<u>ACRONYM</u>	<u>TERM</u>
AAR	- After Action Report
ABO	- Army Budget Office
ADP	- Automatic Data Processing
AMC	- Air Mobility Command
AO	- Action Officer
AO	- Area of Operation
APWA	- American Public Works Association
AR	- Army Regulation
ARC	- American Red Cross
BCR	- Benefit to Cost Ratio
BN	- Battalion
BNCOC	- Battalion Combat Operations Center
BOM	- Bill of Materials
C2	- Command and Control
CAT	- Crisis Action Team
CDRG	- Catastrophic Disaster Response Group
CDRP	- Catastrophic Disaster Response Plan
CEFMS	- Corps of Engineers Financial Management System
CENTCOM	- Central Command
CINCPAC	- Commander in Chief, Pacific Command
CMT	- Crisis Management Team
CO	- Construction-Operations Division
COG	- Continuity of Government
CONPLAN	- Concept Plan
CONUS	- Continental United States
COOP	- Continuity of Operations
COR	- Contracting Officer's Representative
CT	- Contracting Division
CW	- Civil Works
DA	- Department of the Army
DAC	- Disaster Application Center
DAP	- Division Action Plan
DAS	- Director of Army Staff

DC - District Command  
 DCE - Defense Coordinating Element  
 DCO - Defense Coordinating Officer  
 DCW - Director of Civil Works  
 DD - Defense Directive  
 DDE - Deputy District Engineer  
 DE - District Engineer  
 DFAR - Defense Federal Acquisition Regulations  
 DFO - Disaster Field Office  
 DMAT - Disaster Medical Assistance Team  
 DOD - Department of Defense  
 DOE - Department of Energy  
 DOMS - Directorate of Military Support  
 DOT - Department of Transportation  
 DQ - ADP Workcode for Supporting District (92X3125)  
 DRM - Disaster Recovery Manager  
 DRTF - Disaster Response Task Force  
 DSR - Damage Survey Report  
 DTOS - Deployable Tactical Operations System  
 DZ - ADP Workcode for Disaster District (96X3125)

EC - Engineer Circular  
 ECA - Evaluation and Corrective Action  
 ECCV - Emergency Command and Control Vehicle  
 EFO - Emergency Field Office  
 EICC - Emergency Information & Coordination Center  
 EM - Emergency Management  
 EN - Engineering Division  
 ENCOM - Engineer Command  
 EO - Executive Order  
 EOC - Emergency Operations Center  
 EPA - Environmental Protection Agency  
 EPLO - Emergency Planning Liaison Officer  
 ER - Engineer Regulation  
 ERRO - Emergency Response & Recovery Office  
 ERS - Emergency Relocation Site  
 ERT - Emergency Response Team  
 ERT-A - Emergency Response Team - Advanced  
 ERT-N - National Emergency Response Team  
 ERV - Emergency Response Vehicle  
 ESF - Emergency Support Function  
 ESSV - Emergency Support and Service Vehicle  
 EST - Emergency Support Team  
 ETOC - Emergency Tactical Operations Center  
 EUCOM - European Command

EUD	-	European Division
EWP	-	Emergency Water Program
FAR	-	Federal Acquisition Regulations
FAsT	-	Field Assessment Team
FC&CE	-	Flood Control and Coastal Emergencies (Appropriation 96X3125)
FCO	-	Federal Coordinating Officer
FCW	-	Flood Control Works
FEMA	-	Federal Emergency Management Agency
FHA	-	Federal Housing Authority
FLSA	-	Fair Labor Standards Act
FM	-	Field Manual
FOG	-	Field Operations Guide
FORSCOM	-	Forces Command
FRP	-	Federal Response Plan
FTE	-	Full Time Equivalent
GAR	-	Governor's Authorized Representative
GBL	-	Government Bill of Lading
GE	-	General Expense (Appropriation 96X3124)
GFE	-	Government Furnished Equipment
GIS	-	Geographic Information System
GPS	-	Global Positioning System
GSA	-	General Services Administration
H/I	-	Haul & Install
HAP	-	Headquarters Action Plan
HHS	-	Health and Human Services
HMGP	-	Hazard Mitigation Grant Program
HMT	-	Hazard Mitigation Team
HQ	-	Headquarters
ICS	-	Incident Command System
IDT	-	Indefinite Delivery Type
IFB	-	Invitation for Bids
IFGP	-	Individual and Family Grant Program
IM	-	Information Management
IMA	-	Individual Mobilization Augmentee
IMPLAN	-	Implementation Plan
IMT	-	Incident Management Team
IPR	-	In Progress Review
IRR	-	Initial Response Resources

IST	-	Incident Support Team
JCS	-	Joint Chiefs of Staff
JIC	-	Joint Information Center
JTF	-	Joint Task Force
LERT	-	Logistics Emergency Response Team
LM	-	Logistics Management
LNO	-	Liaison Officer
LOGCAP	-	Logistics Civil Augmentation Program
LRD	-	Lakes & River Division
LRB	-	Buffalo District
LRC	-	Chicago District
LRE	-	Detroit District
LRH	-	Huntington District
LRL	-	Louisville District
LRN	-	Nashville District
LRP	-	Pittsburgh District
LTM	-	LERT Team Member
MA	-	Mission Assignment
MACOM	-	Major Army Command
MC	-	Mission Coordinator
MIPR	-	Military Interdepartmental Purchase Request
MM	-	Mission Manager
MP	-	Military Programs
MRE	-	Meals, Ready-to-eat
MS	-	Mission Specialist
MSC	-	Major Subordinate Command
MSCA	-	Military Support to Civil Authorities
MSCD	-	Military Support to Civil Defense
MTDA	-	Mobilization Table of Distribution and Allowances
MTMC	-	Military Traffic Management Command
MUSE	-	Mobile Utilities Support Equipment
MVD	-	Mississippi Valley Division
MVK	-	Vicksburg District
MVM	-	Memphis District
MVN	-	New Orleans District
MVP	-	St. Paul District
MVR	-	Rock Island District
MVS	-	St. Louis District

NAB	-	Baltimore District
NAD	-	North Atlantic Division
NAN	-	New York District
NAO	-	Norfolk District
NAP	-	Philadelphia District
NAE	-	New England District
NAOC	-	National Airborne Operations Center
NCO	-	Non-Commissioned Officer
NCP	-	National Contingency Plan
NCS	-	National Communication Service
NEPA	-	National Environmental Protection Act
NEPP	-	National Emergency Preparedness Program
NOI	-	Notice of Interest
NRCS	-	Natural Resources Conservation Service
NSD	-	National Security Directive
NSEP	-	National Security Emergency Preparedness
NTC	-	National Teleregistration Center
NWD	-	Northwest Division
NWK	-	Kansas City District
NWO	-	Omaha District
NWP	-	Portland District
NWS	-	Seattle District
NWW	-	Walla Walla District
O&M, Gen	-	Operation and Maintenance, General (Appropriation 96X3123)
OCONUS	-	Outside Continental United States
OIC	-	Officer In Charge
OMA	-	Operation and Maintenance, Army
OPLAN	-	Operation Plan
PA	-	Public Affairs
PACOM	-	Pacific Command
PCA	-	Project Cooperation Agreement
PL	-	Public Law
PM	-	Program Manager
POA	-	Alaska District
POC	-	Point Of Contact
POD	-	Pacific Ocean Division
POF	-	Far East District
POH	-	Honolulu District
POJ	-	Japan District
PP	-	Prime Power
PR&C	-	Purchase Request and Contracts (CEFMS)
PRT	-	Planning & Response Team

PTF	-	Presidential Task Force
PW&E	-	Public Works and Engineering
QA	-	Quality Assurance
QC	-	Quality Control
R&R	-	Rest and Recuperation
R2K	-	Readiness 2000
RE	-	Real Estate
RFA	-	Request for Federal Assistance
RFP	-	Request for Proposal
RFQ	-	Request for Quote
RIP	-	Rehabilitation Inspection Program
RM	-	Resource Management
RNA	-	Rapid Needs Assessment
RO	-	Response Organization
ROC	-	Regional Operations Center
ROE	-	Rights of Entry
ROW	-	Rights of Way
RPG	-	Response Planning Group
RRRV	-	Regional Rapid Response Vehicle
RS/GIS	-	Remote Sensing/Geographic Information System
RSP	-	Readiness Strategic Plan
RTEC	-	Readiness Training and Exercise Committee
SAC	-	Charleston District
SAD	-	South Atlantic Division
SAJ	-	South Atlantic Division, Jacksonville District
SAM	-	Mobile District
SAS	-	Savannah District
SAW	-	Wilmington District
SBA	-	Small Business Administration
SCO	-	State Coordinating Officer
SITREP	-	Situation Report
SOP	-	Standard Operating Procedure
SOUTHCOM	-	Southern Command
SOW	-	Scope of Work
SPA	-	Albuquerque District
SPD	-	South Pacific Division
SPK	-	Sacramento District
SPL	-	Los Angeles District
SPN	-	San Francisco District
SPOTREP	-	Spot Report
SSA	-	Structural Safety Assessment

STOLS	-	System to Locate Survivors
SWD	-	Southwest Division
SWF	-	Southwest Division, Fort Worth District
SWG	-	Galveston District
SWL	-	Little Rock District
SWT	-	Tulsa District
TAC	-	Transatlantic Center
TAE	-	Europe District
TBD	-	To Be Determined
TDY	-	Temporary Duty
TEECA	-	Training, Exercise, Evaluation & Corrective Action
TH	-	Temporary Housing
TLC	-	Territorial Logistics Center
TOC	-	Tactical Operations Center
TPFDL	-	Time Phased Force Deployment
TR	-	Temporary Roofing
TTAD	-	Temporary Tours of Active Duty
US&R	-	Urban Search and Rescue
USACE	-	United States Army Corps of Engineers
USACOM	-	Commander in Chief, U.S. Atlantic Command
USAR	-	United States Army Reserve
USCG	-	United States Coast Guard
USDA	-	United States Department of Agriculture
USFS	-	U.S. Forest Service
USFS	-	United States Fish and Wildlife Service
USPHS	-	United States Public Health Service
VA	-	Veterans Administration