



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERM-F

MAY 31 2006

MEMORANDUM FOR COMMANDERS, ALL MAJOR SUBORDINATE COMMANDS,
FIELD OPERATING ACTIVITIES AND ENGINEER RESEARCH DEVELOPMENT
CENTER

SUBJECT: Supported Verbal Memorandum For Record (MFR) for Early Responders Located at
Supporting Major Subordinate Commands (MSC)/Districts

1. Reference:

- a. Engineer Pamphlet, Chapter 5, Disaster Assistance Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121, ET SEQ, Paragraphs 5-4 and 5-6.
- b. ER 55-1-2, CELD-T, 1 Oct 02, Transportation and Travel Management, Chapter 2-7.
- c. Memorandum dated 03 Apr 06; Subject: Confirmatory Travel for First Responders During a Disaster.

2. The Federal Emergency Management Agency (FEMA) may request disaster assistance support that requires the United States Army Corps of Engineers (USACE) personnel to travel within 24 hours after receipt of a Verbal MFR/Mission Assignment from FEMA. Therefore, in order to satisfy the demand for timely response, the supported MSC/district may issue a Verbal Memorandum For Record to the supporting MSC/district for early responder(s) to depart. The Chief, Emergency Management, and the Chief, Finance and Accounting Office, and/or their designee(s) are required to sign this document. The supported and supporting MSC/district must set up a log sheet to ensure funds control. Early responders at the supported/supporting MSC/district must obtain confirmatory travel authorization as provided in the memorandum in reference 1.c. After 24 hours the supporting activity will not accept a "Verbal MFR".

3. My points of contact for his memorandum are Lisa Bordeaux, CERM-F, 202-761-1880, and Lizbeth Miller, CECW-HS-E, 202-761-0217.

FOR THE COMMANDER:

Encl


Wesley C. Miller
Director of Resource Management

CHAPTER 5

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

5-3. Funding – Supported MSC/District

5-4. Funding –USACE Supported MSC/District Verbal Memorandum for Record for Supporting MSC/District

In the event the Department of Homeland Security Federal Emergency Management Agency (FEMA) requests disaster assistance support requiring USACE personnel to travel with notice of 24 hours or less, the following process is **available to the supported district only after receipt of a Verbal/Mission Assignment from FEMA. This process only applies to individuals (early responders) leaving with 24 hours or less notice, after receipt of a Verbal/Mission Assignment from FEMA. After 24 hours, a “Verbal MFR” from supported to supporting activity is no longer valid.**

Once a FEMA Verbal/Mission Assignment has been received, the supported MSC/District may issue a verbal Memorandum For Record (MFR) to a supporting MSC/District for early responder(s) to depart. The supporting MSC/District must receive the Government Order (GO) from the supported MSC/District through CEFMS within 48 hours after issuance of the “Verbal MFR” from the supported MSC/District. If the GO has not been received within the timeframe provided, the supporting MSC/District must contact the Chief, Emergency Management and/or the Chief, Finance and Accounting Office, from the supported MSC/District and obtain the GO. After the supported MSC/District has officially recorded the GO in CEFMS, they will attach the “Verbal MFR” behind the GO for supporting documentation and future audit purposes. The supported MSC/District must establish a log sheet to ensure funds control. Also, in order to establish a clear audit trail of the “Verbal MFR” from the supported MSC/District, the supporting MSC/District upon receipt of the GO from the supported District must record the customer order in CEFMS and enter the tracking number in the field “Revised Mission Assignment (rev. man.) located on the Customer Order screen, 2.13, directly under Customer Order Number) and enter “**Verbal MFR**” in the remarks section. Included in the “Verbal MFR” form is the mission assignment number, event name description, disaster state, time, date, and estimated completion date, amount authorized and tracking number. A sample “Verbal MFR” “requiring both the signature of the Chief, Emergency Management and the Chief, Finance and Accounting Office, and/or his/her designee(s) is provided at Appendix B, page 6 (B-6).

5-5. Funding – Supporting MSC/District

5-6. Funding – USACE Verbal Memorandum For Record for Supporting MSC/District

Once the “Verbal MFR” form has been received from the supported MSC/District, the early responder must have written authorization from the UOC (USACE Emergency Operations Center) indicating he and/or she is an early responder pursuant to the Verbal/Mission Assignment from the Department of Homeland Security (FEMA). When the Emergency Management Office receives the “Verbal MFR”, they must immediately provide a copy to the Resource Management Office for supporting documentation. The early responder must obtain confirmatory travel authorization as provided in the memorandum dated 03 April 2006; subject: Confirmatory Travel for First Responders During a Disaster, see appendix D pages 7 and 8 (D-7 & 8). When recording the customer order in CEFMS the tracking number must be entered in the field Revised Mission Assignment (rev. man. located on the Customer Order screen, 2.13 directly under Customer Order Number) and “**Verbal MFR**” must be entered in the remarks section. Once completed, a copy of the customer order and the “Verbal MFR” must be retained for supporting documentation and audit purposes. Once the supporting MSC/District has recorded the (CO) in CEFMS the Resource Management office must set up work item(s) entering “Verbal MFR” in the description. Once funding has been established, the individual and/or designated person in the Emergency Management Office must create Labor Purchase Request & Commitments (PR&C’s), and input the early responder(s) confirmatory travel orders in CEFMS. **Note: It is imperative that Emergency Management and Resource Management coordinate with each other for this process to succeed. A “Verbal MFR” will not be accepted by the supporting activity after 24 hours.**

CHAPTER 6

TRAVEL

6-1 Travel.

6-2 Travel Confirmatory Orders Memorandum For Record (Verbal MFR)

Early responders must obtain confirmatory travel authorization as provided in the memorandum dated 03 April 2006; subject: Confirmatory Travel for First Responders During a Disaster see appendix D page 7 and 8 (D-7 & 8). The individual traveler must have the following information listed below for the confirmatory travel authorization:

- a. Date requested.
- b. Date to proceed.
- c. Approximate number of days of TDY.
- d. Mode of transportation.
- e. Itinerary (to and from).
- f. Estimated costs (per diem, travel, misc., total).
- g. TDY Purpose (e.g., in response to hurricane).
- h. Verbal or Mission Assignment Number (Pre-Declaration/Emergency Declaration/Post Declaration).

Note: This information is required for legal authorization and must be provided to enter travel orders in CEFMS at a later date. For Confirmatory Order(s) there are no travel orders processed through CEFMS at the time of departure. Early responder(s) are authorized to charge Airline Ticket(s) on their Government Credit Card. See memo subject: Use of Individually Billed Account (IBA) Government Travel Card to Purchase Airline Tickets for Emergency Operations Funded by FEMA see appendix D page 9 (D-9).

SAMPLE

TRACKING NUMBER-1605DR-COE-AL-COE-SAD-01

(Same as Verbal/MA number)
MSC/District

MEMORANDUM FOR RECORD VERBAL FUNDING

MFR

Date

SUBJECT: To Provide Verbal Funding Authorization to the Supporting
MSC/District for Early Responders

1. On (date/time), Verbal funding authority for the following Verbal/Mission Assignment has been authorized to (insert supporting MSC/District) for early responders to depart.
 - a. Mission: Example (Water)
 - b. FEMA Program Code: Example (1605DR-COE-AL-COE-SAD-01)
 - c. Event and Name Description: Example (Hurricane Donald)
 - d. Disaster State (2 letter designation): FL
 - e. Estimated Completion Date: Example (End date of Government Order)
 - f. Amount Authorized: Example (\$ amount of Government Order)
2. The supported MSC/District will transmit the Government order to the supporting MSC/District within 48 hours after receipt of the " Verbal MFR". The supporting MSC/District will record the customer order in CEFMS upon receipt and attach a copy of the Verbal MFR to the customer order.

Signature
Name
Ch, Finance & Acct

Signature
Name
Ch, Emergency Mgr



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CECW-HS

APR 3 2006

MEMORANDUM FOR COMMANDERS, ALL MAJOR SUBORDINATE COMMANDS, FIELD
OPERATING ACTIVITIES AND ENGINEER RESEARCH DEVELOPMENT COMMAND

SUBJECT: Confirmatory Travel for First Responders during a Disaster

1. References:

a. Joint Travel Regulations, Volume 2 for DOD Civilians, Chapter 3, Part B, Paragraph C3051 Confirmatory Travel Authorization.

b. ER 55-1-2, CELD-T, 1 Oct 02, Transportation and Travel Management, Chapter 2-7.

2. The Department of Homeland Security (DHS) may request disaster assistance support that requires USACE personnel to travel within a few hours notice. If official travel must begin or is performed before a written travel authorization is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel authorization must be issued as promptly as possible. A confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directed the travel is responsible for initiating a confirmatory travel authorization through CEFMS. The POC for approving this request during a disaster is the Division or District Emergency Manager or their designee. The following information is needed for the confirmatory travel authorization:

- a. Date requested.
- b. Date to proceed.
- c. Approximate # of days of TDY.
- d. Mode of transportation.
- e. Itinerary (To and From).
- f. Estimated costs (Per Diem, Travel, Misc., Total).
- g. TDY Purpose (e.g., in response to hurricane)
- h. Verbal or Mission Assignment Number (Pre-Declaration/Post Declaration).

CECW-HS

SUBJECT: Confirmatory Travel for First Responders During a Disaster

3. In accordance with ER 55-1-2, written confirmatory travel orders (DD Form 1610) must be done within 15 calendar days of when the travel began. In CEFMS there will be a separate box to check for confirmatory orders). The orders must include appropriate statements regarding justification, prior authorization, and/or mission assignment.

4. My point of contact for this memorandum is Lisa Bordeaux, CERM-F, 202-761-1880 and Lizbeth Miller, CECW-HS-SM, 202-761-0217.

FOR THE COMMANDER:



EDWARD J. HECKER
Chief, Homeland Security Office
Directorate of Civil Works