

# NE-TF1 ADMINISTRATION MANUAL

Updated September 30 2023



## Nebraska Task Force 1 Urban Search & Rescue

In Cooperation with Department of Homeland Security  
Federal Emergency Management Agency



## **FOREWORD**

The purpose of this document is to provide guidance for pre-deployment, administration and routine management of Nebraska Task Force 1. This document is designed as a reference to provide policy and procedural guidance for administrative and management staff to assure that the Task Force is in a constant state of readiness to perform local, State, and Federal disaster response to major disaster incidents.

The National Urban Search and Rescue (US&R) Response System provides for the coordination, development, and maintenance of the Federal effort with resources to locate, extricate, and provide immediate medical treatment to victims trapped in collapsed structures; and to conduct other lifesaving operations.

This manual will remain within the NE-TF1 Shared Drive in the Google Cloud with a copy in the US&R Administration Office. An online copy will be included on the secure NE-TF1 web site.

Wm Brad Thavenet  
Program Manager  
NE-TF1

**NE-TF1**  
**URBAN SEARCH AND RESCUE**  
**MISSION STATEMENT**

As a diverse group of Urban Search and Rescue Specialists, we pledge to respond when activated during local, state, and national disaster emergencies. We will protect and save lives by providing search, rescue, hazard mitigation, and medical care to those in need.

Working together, members of this task force will provide a safe, efficient, and cost-effective Urban Search and Rescue Program that will treat all disaster victims with compassion and provide hope to their families and communities.

The task force will strive in its continued development to provide these services by procuring state-of-the-art equipment, developing efficient and effective management, and performing training in rescue and disaster preparedness to task force members, the local emergency response community, and the public.

Lincoln, Nebraska  
Urban Search and Rescue Task Force



## TABLE OF CONTENTS

### **FOREWORD**

### **MISSION STATEMENT**

### **CHAPTER 1: OVERVIEW**

### **CHAPTER 2: ETHICS POLICY AND CODE OF CONDUCT**

- 2.1 GENERAL COMPLIANCE**
- 2.2 DEPLOYMENTS**
- 2.3 PERSONAL CONDUCT**

### **CHAPTER 3: MANAGEMENT RESPONSIBILITIES & SPONSORING AGENCY SUPPORT**

- 3.1 SPONSORING AGENCY**
  - Administration
  - Fire Chief
    - Payroll Clerk
    - Accountant
- 3.2 TASK FORCE MANAGEMENT**
  - Program Manager
  - Task Force Medical Director
  - Canine Coordinator
  - Canine Training Coordinator
- 3.2 CHAIN OF COMMAND**
- 3.3 MANAGEMENT AND SUPPORT - ORGANIZATIONAL CHART**

### **CHAPTER 4: ADMINISTRATIVE STAFF POSITION DESCRIPTIONS**

- 4.1 US&R / CITY OF LINCOLN POSITION CROSSWALK**
- 4.2 US&R POSITION DESCRIPTIONS**
  - Program Manager
  - Training Manager
  - Logistics Manager
  - US&R Specialist
  - Financial Grants Manager / Grant Manager
  - Administrative Specialist
- 4.3 CITY OF LINCOLN POSITION DESCRIPTIONS**
  - Battalion Chief
  - Fire Captain
  - US&R Specialist
  - Account Clerk III
  - Senior Office Assistant

### **CHAPTER 5: FEDERAL, STATE, & LOCAL EQUAL EMPLOYMENT OPPORTUNITY**

### **CHAPTER 6: MEMBER RECRUITING/APPOINTMENT & SEPARATION POLICIES**

**GENERAL  
RECRUITING**

**ANNUAL ANNOUNCEMENT OF TEAM OPENINGS**  
**APPOINTMENTS & FILLING VACANCIES FOR ROSTERED POSITIONS**

- 6.1 APPLICATION PROCESS**
- 6.2 DEPLOYMENT POLICY**
  - 6.2.1 Deployment Status
  - 6.2.2 Team Activation and Rotation System
    - Rostering
- 6.3 SEPARATION POLICIES & PROCEDURES**
  - Termination of Membership
  - Task Force Issued Equipment
  - Personnel & Training Files
- 6.4 ISSUANCE & RETURN OF PERSONAL CLOTHING PPE**

**CHAPTER 7: COMPENSATION & AGENCY AGREEMENTS**

**GENERAL**

- 7.1 TIME & PAYROLL REPORTING**
- 7.2 REIMBURSEMENT RATES & MOA'S**
- 7.4 INSURANCE**
- 7.5 WORKMAN'S COMPENSATION PROCEDURES**

**CHAPTER 8: SOP FOR PROCURING GOODS & SERVICES**

- 8.1 PURCHASING POLICY**
- 8.2 PURCHASING PROCEDURES**

**CHAPTER 9: SOP FOR TRACKING & RECONCILING CA FUNDS**

**STATEMENT OF WORK**

**BUDGET DEVELOPMENT**

**EXPENDITURE MONITORING**

- 9.1 COOPERATIVE AGREEMENTS**
- 9.2 REPORTING**

**CHAPTER 10: TASK FORCE AUDIT/INSPECTION POLICIES & PROCEDURES**

- 10.1 GUIDANCE**
- 10.2 CITY OF LINCOLN SINGLE AUDIT**
- 10.3 AUDIT RESOLUTION**

**CHAPTER 11: FINANCIAL MANAGEMENT**

- 11.1 INTERNAL CONTROLS**
- 11.2 ACCOUNTING RECORDS & SOURCE DOCUMENTATION**
- 11.3 BUDGET CONTROL**
- 11.4 CASH MANAGEMENT**
- 11.5 FINANCIAL REPORTING**

**CHAPTER 12: ADMINISTRATIVE FILING PROCEDURES**

- 12.1 PERSONNEL FILES**
- 12.2 ADMINISTRATIVE FILES**
- 12.3 TRAINING FILES**
- 12.4 MEDICAL FILES**
- 12.5 PROGRAM DIRECTIVES & GENERAL MEMORANDUMS**

- 12.6 MEMORANDUM OF AGREEMENTS**
- 12.7 PARTICIPATING AGENCY AGREEMENTS**
- 12.8 FEMA/SPONSORING AGENCY REPORTS, BUDGETS, CA APPLICATIONS**
- 12.9 DOCUMENTATION & RETENTION SCHEDULE**

### **CHAPTER 13: TRAVEL POLICIES & PROCEDURES**

- 13.1 TRAVEL**
- 13.2 AUTHORIZATION & REIMBURSEMENT**
- 13.3 CANCELLATIONS**

### **CHAPTER 15: PUBLIC RELATIONS ACTIVITIES**

- 15.1 PRESS/MEDIA RELEASES**
- 15.2 EMBEDDED MEDIA PROCEDURES**
- 15.3 TASK FORCE MEMBER PUBLIC RELATIONS ACTIVITIES**
- 15.4 NE-TF1 PUBLIC INFORMATION OFFICER**
- 15.5 RELATED DOCUMENTS, FORMS, LINKS & MANAGEMENT POLICIES**

### **CHAPTER 15: FAMILY SUPPORT UNIT (FSU)**

### **CHAPTER 16: FEMA WORK GROUP & IST MEMBER RESPONSIBILITIES**

### **CHAPTER 17: POST DEPLOYMENT**

- 17.1 RETURN TO READINESS**
- 17.2 POST MISSION MEDICAL PROCESS**
- 17.3 AAR/CORRECTIVE ACTION PROCEDURES**
- 17.4 DOCUMENT RETENTION**
- 17.5 REIMBURSEMENT PACKAGE SUBMISSION**

## CHAPTER 1: OVERVIEW

**Application.** This handbook applies to personnel who perform administrative duties for Nebraska Task Force 1

**Objectives.** It is the objective of this manual to provide guidance and direction to the members of Nebraska Task Force 1, who perform the day-to-day administrative duties for the Task Force. The guidelines contained herein are intended to be general in nature.

**General.** This Administrative Manual contains general guidelines, policies, and procedures of the Task Force. It contains general and specific requirements for Task Force members. This manual also contains the management structure of the Task Force and methods for advancement within the Task Force.

**Relation to Procedures.** Members are responsible for compliance with the procedures in this manual and by inference, all policies and procedures related to them.

**Authority.** This manual shall not limit the authority granted to the Task Force Program Manager or any Chief of the Sponsoring or any Participating Agency.

**Program Overview** Lincoln Fire & Rescue sponsors Nebraska Task Force 1, one of the FEMA National Urban Search and Rescue Task Forces. Task forces are geographically distributed across the continental United States and each is comprised of 70 positions, trained and equipped in a specific function. As a team, they are responsible for deployment to any area of the Continental US & US Territories hit by a catastrophic disaster. This includes pre-positioning for events deemed of interest to national security and safety, or for impending natural disasters.

NE-TF1 is currently made up of personnel from the region and includes personnel from participating emergency services agencies, as well as civilian members with special skills. Each team member must meet certain job criteria for their position within the task force.

The task force maintains a "stand-alone" cache of rescue, medical, communications, logistical, hazmat, and technical equipment housed at the Logistics Center at 901 West Bond Street, #140. This cache and the team must be able to deploy by any of a variety of transportation methods within 4 - 6 hours of activation.

### **Related Management Policies**

MP 1000.00 Urban Search & Rescue Program

## CHAPTER 2: ETHICS POLICY AND CODE OF CONDUCT

**2.1 General Compliance.** All members shall comply with the guidelines, policies, and procedures of US&R Nebraska Task Force 1. Performance shall meet the expectations as described in position descriptions, and shall be in accordance with levels of training, certification, standards, and/or legislation. All members of the Task Force must adhere to the FEMA US&R Code of Conduct in addition to the Nebraska Task Force Code of Conduct.

**2.2 Deployments.** All members must review and sign the Code of Conduct during in-processing. The completed form is submitted to the individual staff at the check-in station. Any member who refuses to sign the Code of Conduct at the time of deployment will not be eligible for deployment.

### **2.3 Personal Conduct**

**Obedience of Law** All members are required to obey all laws and ordinances of the City of Lincoln, the State of Nebraska, and the United States.

**Substandard Performance.** Any member who neglects to acquire the necessary knowledge, skills, and abilities to properly perform their duties will be non-deployable. Members who by continued neglect or carelessness cause damage to any property, tools, appliances, and/or equipment shall be subject to disciplinary action as determined under their labor contract, participating agency agreement, or individual agreement. Disciplinary action may be up to termination from the Task Force.

**Professional Conduct** Each member is expected to conduct themselves in a professional and credible manner.

**Insubordination** Members of the Task Force shall respect and obey all officers. Absent an immediately hazardous situation, a member shall obey the order and submit objections as an after-action issue when the mission is completed.

**Slander** Any member making a false report about the character or conduct of a member of the Task Force or using his name without his consent for any improper purpose shall be subject to disciplinary action.

**Use of Alcohol – Non-Prescribed Drugs – Narcotics** No alcoholic beverages, non-prescribed drugs, or narcotics shall be carried, consumed, or used on any property belonging to the Task Force or during any exercise, alert, or activation. No member of the Task Force shall enter or patronize any place where alcoholic beverages are sold while on an Alert or Activation for the purpose of purchasing or consuming alcoholic beverages. No member shall purchase alcoholic beverages while wearing any article of uniform bearing the Task Force name or logo. There shall be no detectable amount of alcohol or non-prescribed substances in a member's system while on Alert or Deployment or during any Task Force function.

**Civil Actions** No member shall institute civil actions arising from an occurrence while performing the duties of a Task Force member without first notifying the Task Force Program Manager.



**Bribes or Gratuities** No member shall accept a bribe or gratuity or solicit or accept any compensation or reward for services performed in the line of duty. If approached with a bribe the member shall immediately notify their supervisor. Persons wishing to donate to the Task Force shall be referred to the Task Force Program Manager.

**Practices.** Members shall exercise common sense and safety practices while performing their duties. They shall adhere to safety regulations as set forth in Operational Position Descriptions. The degree to which safety practices are followed may act as a mitigating or aggravating factor in cases of discipline. When incidents occur because of failure to exercise appropriate caution a Task Force member may be disciplined, up to and including termination from NE-TF1.

**Harassment.** All members of the Task Force are required to refrain from harassing behavior. Members of the Task Force are not to tolerate harassing behavior by anyone. Conduct is to follow the Harassment Policy.

**Personnel Notice of Change** Members who change their personal address, telephone number, etc., are responsible for updating their contact information in the NE-TF1 EMOS database. Instructions and a link to the database are located on the NE-TF1 website [www.nebraskataskforce1.com](http://www.nebraskataskforce1.com) on the member's only page. Click on the "Member Portal Instructions" link.

**Firearms** Members shall not carry or discharge any firearms or missile propellant device while on Task Force property, any mission, or training exercise.

**Attendance** Members shall make every effort to be on time, in an appropriate Task Force uniform or agency uniform, and ready for training, work details, alerts and or activations, etc.

#### **Related Management Policies**

MP1000.23 Code of Conduct

MP1000.32 Camera Use

MP1000.03 Response of Personnel

## CHAPTER 3: MANAGEMENT RESPONSIBILITIES & SPONSORING AGENCY SUPPORT

- 3.1 Sponsoring Agency.** Provide sufficient staff for management and administration of the US&R Task Force's day-to-day activities to accomplish required supervisory, administrative, training, and logistical duties. Primary areas of concern are program management; grants management; administrative support; training coordination, instruction, and support; logistics management, and accountability. This shall include but is not limited to, funding personnel salaries and expenses relating to Task Force development and management; record-keeping, inventory, and maintenance of the US&R Equipment Caches; correspondence with Task Force members and parties who support Task Force activities; along with similar management and administrative tasks.

As a result of Lincoln Fire & Rescue's agreement to participate in this program, certain responsibilities are required. As the "sponsoring organization", Lincoln Fire & Rescue has agreed to:

1. Organize, train, and equip task force members as outlined in the TPAM
2. Assure all personnel are properly trained and certified
3. Develop a method of notifying task force personnel of an Activation
4. Purchase and maintain a free-standing cache as funding is available
5. Maintain an accountability system for equipment purchased with FEMA funding
6. Ensure a 4 – 6-hour deployment time upon activation

**Sponsoring Agency Administration.** To manage and ensure that NE-TF1 operational readiness is maintained, and program mandates are being met. The Task Force has established a management structure to ensure all the objectives of the program are met.

**Sponsoring Agency Chief.** The Fire Chief of Lincoln Fire & Rescue shall be responsible for the overall operation of the Task Force. The City of Lincoln Fire Chief shall select a Program Manager to be responsible for the day-to-day operations and ensure program objectives and national program mandates are achieved. The Fire Chief shall be responsible for making the final approval or rejection for any disciplinary issue, expenditure of funds, and removal of any Task Force member. The Chief may appoint a designee to represent him/her for any vote taken by the Sponsoring Agency Chiefs or to oversee all operations of the Task Force on a local level. The Sponsoring Agency Chief shall also be responsible for approving all recommendations for the position of Task Force Leader. The Chief of the City of Lincoln Fire Department or his designee will be responsible for final approval for all operational matters of the Task Force.

**Payroll Clerk** shall be responsible for assisting in processing task force members' payroll.

### 3.3 Task Force Management

**Program Manager (PM).** Serves as the single point of contact (POC) for all matters related to the Task Force as required by the National US&R Program. The PM assures that all the terms and conditions of the Memorandum of Agreement (MOA) with the Federal Emergency Management Agency (FEMA) are met. The PM routinely meets with other members of the national and local program and serves as the liaison with other staff and personnel of the City of Lincoln as needed.

The Program Manager shall be responsible for the day-to-day operations and shall work with the various committees and full-time employees to ensure the Task Force meets all the requirements of FEMA. The Program Manager shall ensure that reports are prepared for the Chief and stakeholders, provide documentation of the accomplishments of the Task Force, areas of deficiencies, and corrective actions that will be initiated for any deficiency, and provide reports to the national US&R Program Office.

The Program Manager's responsibilities shall include but are not limited to scheduling meetings, ensuring program goals, objectives, and mandates are met as set forth by the national US&R Program Office, ensuring the development of the Strategic Plan, Annual Work, and Training Plan, and provide that such is transmitted to the stakeholders for approval; work with the Training Manager to ensure training is meeting program objectives and maintaining operational readiness. The Program Manager shall work with the Logistics Manager to ensure all equipment that is needed by the Task Force is purchased and the proper maintenance is conducted for all equipment. The Program Manager shall also be responsible for ensuring all training and personnel files are being maintained and assure the development of Operational Readiness Exercises as required by the statement of work annually, and handle any additional tasks as needed. The Program Manager may delegate duties as he/she sees fit to accomplish goals.

It shall be the responsibility of the Program Manager or their designee to handle all Workers' Compensation Claims, local and/or federal, to ensure all documentation is filed appropriately for each claim.

**Committees.** The Program Manager may appoint members to committees to assist in managing various functions of the Task Force.

**Task Force Medical Director.** NE-TF1 utilizes the Sponsoring Agency Medical Director to fulfill this role. The Task Force Medical Director shall be responsible for overseeing all Task Force medical operations and reviewing all medical policies of the Task Force, and establishing operational guidelines for use in providing medical screening for Task Force personnel at the time of deployment. The Task Force Medical Director will comply with all national program standards.

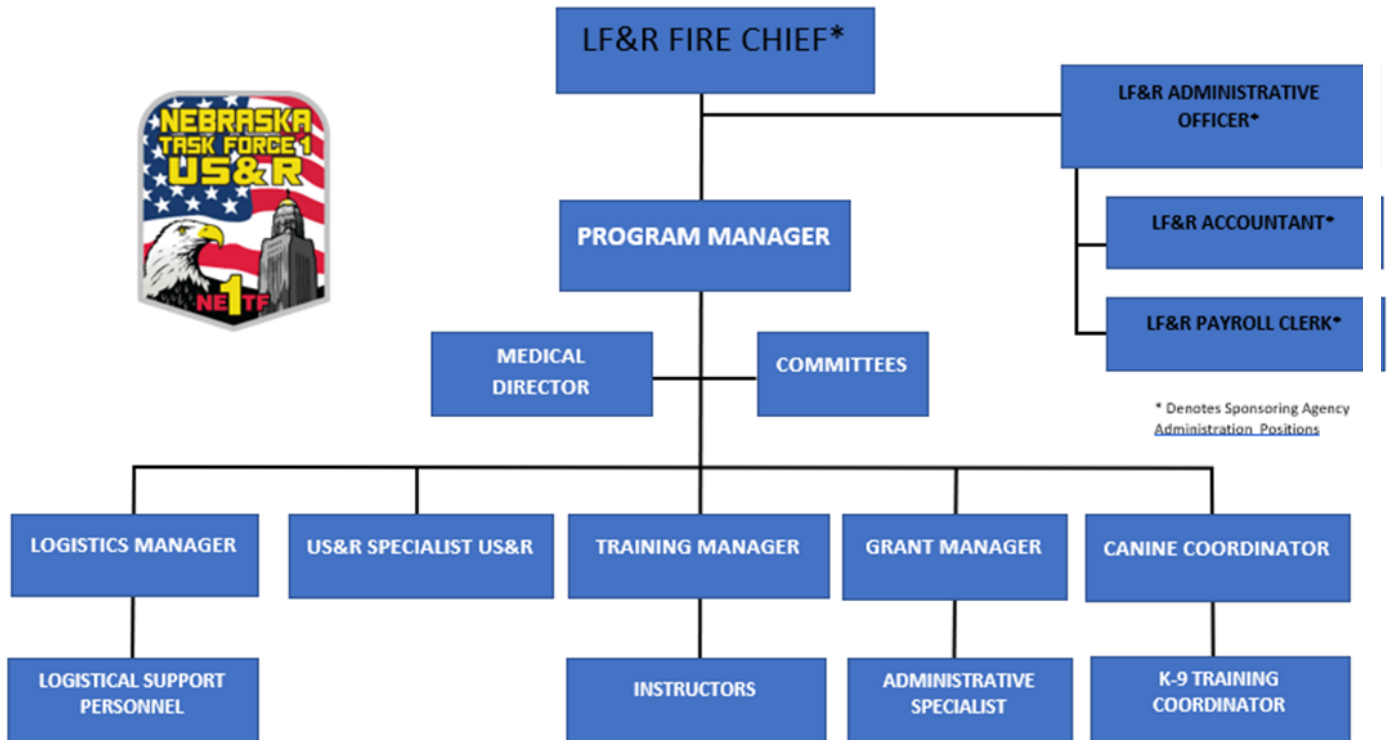
**Canine Coordinator.** To ensure the readiness of the Task Force Canines the Program Manager shall appoint a Task Force Canine Coordinator. The Task Force Canine Coordinator shall be responsible for evaluating canine readiness, reviewing canine training, and assisting the Canine Training Manager in developing canine training plans to ensure achievement of CE Level in the FEMA US&R Canine Program.

**Canine Training Manager.** Works with the Canine Coordinator to schedule, develop, and provide training opportunities for NE-TF1 Canine Search Specialists and their canines to ensure achievement of CE Level in the FEMA US&R Canine Program.

- 3.2 Chain of Command.** The Task Force functions as a paramilitary organization and as such functions through a chain-of-command structure. During non-deployment activities, personnel shall report to their Agency Representatives, Team Coordinators, and Team Managers. The Trainers shall be responsible for working with the Training Manager to ensure personnel assigned to them are

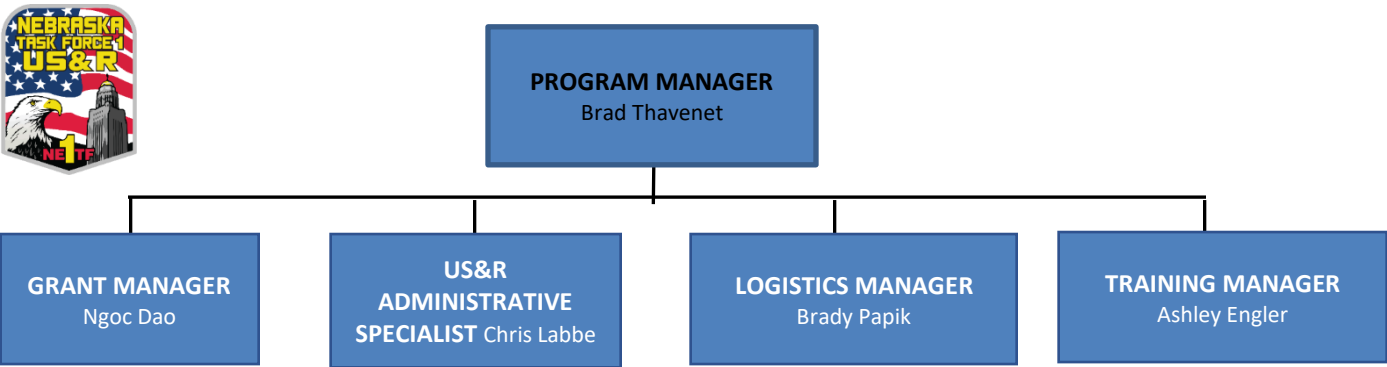
maintaining their required training, responding to all requests for certificates of completion for mandatory classes, and assisting with any special details.

### 3.3 Management and Support Organizational Chart



**CHAPTER 4: US&R STAFF POSITION DESCRIPTIONS / CROSSWALK**

**US&R / City of Lincoln Crosswalk**



**US&R POSITION DESCRIPTIONS**

## **Urban Search and Rescue Program Manager**

### **NATURE OF WORK**

This is responsible for administrative, management, and supervisory work planning and coordinating the FEMA Urban Search & Rescue program. Work also involves developing strategies that maintain a high degree of unit effectiveness and a cooperative atmosphere between department personnel and members of the program. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental and FEMA policies. Supervision is received from an assigned LF&R chief officer with work being reviewed in the form of reports, conferences, and the effectiveness of the program for Urban Search and Rescue Task Force members. This includes, but is not limited to, managing fiscal programs including preparation and administration of Task Force budgets, purchasing, and long-term planning; guidance, direction, and supervision to Task Force administrative staff and stakeholders as required. A person in this position is responsible for maintaining the operational readiness of the Task Force during non-deployment times. A person in this position acts as a liaison with other agencies and federal entities. Participates in hiring and evaluation processes of program staff and Task Force members. Assures the maintenance of accurate records and files for Task Force personnel and activities including training, personnel information, injury reports, membership and notification rosters, and operational activities of the Task Force. The Program Manager ensures that necessary forms and documentation are processed for FEMA and other agencies and facilitates the development of a strategic plan, the annual work plan, and the statement of work for the Task Force. The Program Manager is responsible for translating these plans into implementation and operational plans. As it relates to the Task Force, provides contract oversight, coordinates purchasing activities, reviews requests for payment, ensures that work was performed and/or materials delivered, and processes invoices.

### **EXAMPLES OF WORK PERFORMED**

Provides and receives input from the LF&R management & stakeholders to implement changes in procedures or practices. Provides input regarding employee performance as it relates to the Urban Search and Rescue Task Force. Willingly accept special assignments, conduct necessary research, and accurately complete staff work within time requirements. Must be able to produce both written and oral reports that are accurate, thorough, neat, organized, well-written, and easy to understand on a timely basis. Use good judgment in alerting colleagues and superiors of special problems. Keep other management team members informed of important divisional activities. Provides the US&R Training Manager with input regarding policies and procedures pertaining to the operation of Task Force training functions. Confers with trainers to ensure all training requirements are met and work effectively with other employees in group or team efforts.

Maintain cooperative relationships with superiors, subordinates, and peers. Readily accept and perform assignments. Demonstrate efficiency, competence, and courtesy in personal contact with the public and other City Departments. Maintain a professional appearance and demeanor. Prepare for meetings in advance by becoming thoroughly familiar with the facts surrounding the subject. Must display tact, courtesy, good judgment, and professionalism when dealing with others. Make assignments in a fair and impartial manner, considering employees' abilities. Increase group effectiveness by fostering cooperative and supportive relations between employees. Perform liaison duties between other City Departments and the Fire Department. Check all written reports to eliminate errors. Use proper format to prepare reports, records, and correspondence. Maintain thorough and accurate written records on operations to permit the preparation of necessary reports. Provide complete and accurate information on the first request, when possible. Provide

timely written reports and responses to requests for information using appropriate letter formats. Provide only appropriate information as requested. Plan and organize work to effectively meet deadlines. Take necessary actions to meet the requirements of each situation and assume responsibility for such actions. Evaluate situations and make appropriate and timely decisions. Provide clear and concise reports on the unit's activities. Handle normal work activities without referral to the supervisor. Ensure effective staff coordination and cooperation. Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the rules and regulations of the FEMA Urban Search and Rescue system. Considerable knowledge of urban search and rescue program planning, evaluation, and management. Considerable knowledge of urban search and rescue equipment and management practices as they pertain to the National Task Force system.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public or business administration or related field, or in fire protection technology plus considerable experience in the areas of FEMA US&R Task Force management. Experience as a company officer or above with a full-time paid fire department. Experience as a member of a FEMA US&R Task Force as a branch manager or above. Attended FEMA-sponsored or sanctioned Task Force training.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology, plus additional course work in public or business administration or related field plus thorough experience performing firefighting activities including some experience in a supervisory capacity; or any equivalent combination of management and experience which provides the desirable knowledge, abilities, and skills. Candidates must also meet such specific physical requirements, as well as length and type of fire service requirements, as established by the City of Lincoln.

## NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties. Possession of State of Nebraska certification as a Fire Fighter I or equivalent experience and training. Eligible to be a member of the NE-TF1 Urban Search and Rescue Task Force.



## **Urban Search and Rescue Training Manager**

### **NATURE OF WORK**

This is responsible for supervisory work planning and coordinating the FEMA Urban Search & Rescue training program. The Task Force Training Manager is an 80/20 position with 80% of their time dedicated to NE-TF1 and 20% dedicated to the Sponsoring Agency. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental and FEMA policies. This work involves the planning and development of the overall Task Force training program and conducting classroom and drill activities at training sites. Work also involves evaluating Task Force personnel in the performance of drills; assisting in the administration of examinations to Task Force personnel; maintaining regular training records and examination scores reflecting each employee's individual performance; Supervision is received from the US&R Program Manager with work being reviewed in the form of the overall effectiveness of the delivery of urban search & rescue training programs.

### **EXAMPLES OF WORK PERFORMED**

Assists the Program Manager in the planning and development of the overall US&R training program. Assists in researching, developing, and implementing curriculum for desired training programs; Conducts research on assigned subjects and prepares reports based on findings. Conducts classroom training and simulated drill activities at training sites and fire stations. Assists in the research and development of educational and informational materials. Oversees the coordination of all task force instructors. Assists in evaluating Task Force personnel in the performance of drills; assists in administering examinations to task force personnel. Maintains daily training records and examination scores for each member of the Task Force. Performs related work as required.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of Urban Search & Rescue methods and knowledge of the use and maintenance of modern US&R equipment. Considerable knowledge of departmental policies and regulations, as well as the laws and ordinances affecting Task Force and fire department operations. Considerable knowledge of FEMA US&R policies and program directives. Considerable knowledge of emergency medical treatment as well as skill in its application. Knowledge of modern educational, training, and research techniques, methods, and procedures. Ability to analyze and interpret data and to submit and review reports upon analysis. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public. Considerable knowledge in hazardous materials response meeting NFPA 472 standards, technical rescue meeting NFPA 1670 standards, and weapons of mass destruction. Ability to supervise and motivate personnel, analyze problems, and provide Task Force management with identified solutions. Ability to deliver training develop lesson plans, devise and administer tests, and create and record documentation of training. Communicate in a clear and well-organized manner. Transmit information accurately and discreetly—ability to interact with a variety of people.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in fire protection technology plus considerable experience in the areas of FEMA US&R Task Force management experience in the delivery of courses pertaining to hazardous materials response, emergency medical activities, and

activities conducted by an urban search and rescue Task Force. Hazardous Materials Awareness, Operations, or Technician certification and Incident Command for Hazardous Materials certification. Certification as a Fire Instructor I and II or equivalent. Experience as a company officer or above with a full-time paid fire department. Experience as a member of a FEMA US&R Task Force as a manager or above.

## MINIMUM QUALIFICATIONS

Graduation from an accredited vocational or technical college with an associate degree in fire science or technology, plus additional course work in education, or related field plus thorough experience performing firefighting activities including some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements, as well as length and type of fire service requirements, as established by the City of Lincoln.

## NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties. Possession of a valid Nebraska Emergency Medical Technician or Paramedic certification at the time of appointment is necessary for the satisfactory performance of assigned duties. Possession of a valid Nebraska Instructor's Certificate, or equivalent certification, within six (6) months of appointment. Eligible to be a member of the NE-TF1 Urban Search and Rescue Task Force.

## **Urban Search and Rescue Logistics Manager**

### **NATURE OF WORK**

This is administrative and technical work providing input and logistical support to a specialized urban search and rescue team. The Task Force Logistics Manager is an 80/20 position with 80% of their time dedicated to NE-TF1 and 20% dedicated to the Sponsoring Agency. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental and FEMA policies. Work also involves developing strategies that maintain a high degree of unit effectiveness and a cooperative atmosphere between department personnel and other members of the program. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies. Supervision is received from the Program Manager with work being reviewed in the form of reports, conferences, and Oversight.

### **EXAMPLES OF WORK PERFORMED**

Provides the Program Manager with input regarding policies and procedures pertaining to the operation of Task Force logistics and purchasing functions. Oversees purchasing and procurement following task force and City of Lincoln procurement policies, provides input to Program Manager regarding the annual budget and equipment purchases. Maintains a set of detailed records on equipment, materials, and costs in accordance with predetermined breakdowns. Manages cache inventory and general cache management in addition to providing logistical support to the Urban Search and Rescue program. Performs related work as required. May be required to supervise work groups of Task Force members to complete projects or programs.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge regarding purchasing and procurement practices, in addition to knowledge regarding hazardous material NFPA 472 standards, and technical rescue NFPA 1670 standards. Considerable knowledge of urban search and rescue cache equipment and management practices as they pertain to the National Task Force system. Considerable knowledge of the rules and regulations of the FEMA urban search and rescue system. Considerable knowledge of the types, personnel requirements, and uses of urban search and rescue equipment. Ability to supervise and motivate personnel, analyze problems, and provide Task Force management with identified solutions. Ability to interact with a variety of people and provide direction and supervision to others.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in public or business administration or related field, or in fire protection technology plus considerable experience in the areas of course development and delivery, firefighting, hazardous materials response, and emergency medical activities and experience with an urban search and rescue Task Force.

### **MINIMUM QUALIFICATIONS**

Graduation from a senior high school or equivalent plus some experience performing firefighting and emergency medical activities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills. Candidates must also meet such specific physical requirements as established by the City of Lincoln.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties. Must be eligible to be a member of the NE-TF1 Urban Search and Rescue Task Force and within one year of hire complete and maintain the position qualifications of a US&R Logistics Team Manager.

## **Urban Search and Rescue Specialist**

### **NATURE OF WORK**

This is administrative and technical work providing input, and logistical support, to a specialized urban search and rescue team. The Urban Search and Rescue Specialist is an 80/20 position with 80% of their time dedicated to NE-TF1 and 20% dedicated to the Sponsoring Agency. Work also involves developing strategies that maintain a high degree of unit effectiveness and a cooperative atmosphere between department personnel and other members of the program. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies. Supervision is received from the Program Manager with work being reviewed in the form of reports, conferences, and oversight. An employee in this class may also supervise Task Force members to complete assigned projects or programs.

### **EXAMPLES OF WORK PERFORMED**

Provides the Program Manager with input regarding policies and procedures pertaining to the operation of Task Force functions. Provides and receives input from the Task Force management to implement changes in procedures or practices. Provides logistical support to the Urban Search and Rescue program. Performs related work as required. May be required to supervise work groups of Task Force members to complete projects or programs.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge in database management. Considerable knowledge of the urban search and rescue program. Considerable knowledge of urban search and rescue equipment and management practices as they pertain to the National Task Force system. Considerable knowledge of the rules and regulations of the FEMA urban search and rescue system. Considerable knowledge of the types, personnel requirements, and uses of urban search and rescue equipment. Ability to supervise and motivate personnel, analyze problems, and provide Task Force management with identified solutions. Ability to interact with a variety of people and provide direction and supervision to others.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in logistics or a related field plus considerable experience in the areas of database development and maintenance. Experience providing supervision to other employees.

### **MINIMUM QUALIFICATIONS**

Graduation from a senior high school or equivalent plus some experience performing database development and maintenance, or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills. Candidates must also meet such specific physical requirements as established by the City of Lincoln.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties. Must be eligible to be a member of the NE-TF1 Urban Search and Rescue Task Force and within one year of hire complete and maintain the position qualifications of a US&R Logistics Team Manager.

## **Urban Search & Rescue Grant Manager**

### **NATURE OF WORK**

This is professional accounting work in the maintenance, review, and analysis of fiscal records. Work involves responsibility for independently maintaining a complete set of accounting records, collecting, and recording detailed municipal fiscal records, preparing, and analyzing fiscal reports; and reviewing and reporting on internal controls of the US&R departments. An employee in this class may assist higher-level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting and/or auditing problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance and is subject to periodic audits. Supervision may be exercised over subordinate employees.

### **EXAMPLES OF WORK PERFORMED**

Reviews work orders and costs; enters additions and retirements from fixed capital; breaks down costs and assigns account numbers, makes entries in varied journals and ledgers. Maintains records of federal grant funds allocated to various departments; audits records of departments receiving federal funds. Compiles and calculates data in the preparation of fiscal reports; prepares monthly, quarterly, and annual reports. Classifies as to fund and account all cash receipts and disbursements; posts to and maintains budget control and general account books; prepares trial balance, monthly and annual statements. Maintains a set of detailed account books on equipment, materials, and other cost accounts in accordance with predetermined breakdowns; balances accounts and reconciles account books to general books; makes opening, adjusting, and closing entries. Performs audits of various departmental records, and internal control procedures and policies; prepares reports on findings. Participate in departmental budget preparation and maintain fiscal records of budgetary expenditures. Perform related work as required.

### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of professional accounting principles and procedures. Considerable knowledge of professional auditing principles and procedures. Knowledge of governmental accounting procedures. Knowledge of modern office practices, procedures, equipment, and standard clerical techniques. Ability to apply professional accounting principles to the maintenance of fiscal and accounting records. Ability to perform audits in an independent manner under the direction of an administrative superior. Ability to prepare reports containing audit results and recommendations on improvements to internal control procedures. Ability to maintain a variety of accounting records and reports. Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports. Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately. Ability to develop modifications and improvements in existing account maintenance procedures.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major coursework in accounting and experience with governmental accounting procedures.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major coursework in accounting and some experience in accounting procedures; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Within two calendar years of hire and if funding permits, complete the Grant Management for Recipients Certificate Program. Must have extensive experience in modern office procedures, and computer and accounting software.



## **Urban Search and Rescue Administrative Specialist**

### **NATURE OF WORK**

This is responsible for the clerical work of the Task Force program. Work involves responsibility for providing structured clerical support in an office. Work includes performing clearly defined support duties of moderate complexity related to providing information to the public in person and on the telephone, typing various materials, processing routine data entry, preparing agendas, filing documents, and receiving and distributing departmental mail. Supervision is received from an administrative superior with work being reviewed in the form of accuracy, effectiveness, and results achieved.

### **EXAMPLES OF WORK PERFORMED**

Performs receptionist duties as needed; answers written and oral requests and inquiries for information; receives telephone calls and routes them to appropriate personnel. Types forms, letters, reports, correspondence, and other materials from verbal and written instructions or rough drafts. Prepares agenda for meetings; attends meetings; takes and transcribes minutes; conducts follow-up actions as required. Enters recorded information into computer; retrieves information from computer files; organizes and maintains word processing files within the computer. Opens, sorts, and distributes mail and other materials; collects, seals, and posts outgoing mail; orders routine supplies. Keeps records of information pertaining to the department; sorts and files a variety of documents and correspondence according to established procedures. This job involves duplicating, organizing, and disseminating a variety of records, reports, documents, and other materials. Any additional tasks related to this role may also be assigned.

### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of secretarial and clerical practices, modern office procedures, software, and equipment. Knowledge of business English, spelling, and arithmetic. Ability to prepare clear written reports, understand and follow moderately complex oral and written instructions, and the ability to establish and maintain effective working relationships with other employees.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a senior high school or equivalent supplemented by coursework in business practices and experience in an office setting.

### **MINIMUM QUALIFICATIONS**

Graduation from a senior high school or equivalent and some experience in an office setting and the ability to proficiently type at least 40 words per minute net after errors; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

### **4.3 City of Lincoln Position Descriptions**

<https://www.lincoln.ne.gov/City/Departments/HR/Classification-Compensation/Classifications-Descriptions-City>

Battalion Chief  
Fire Captain  
Fire Apparatus Operator  
Financial Accountant  
Office Assistant

## CHAPTER 5: FEDERAL STATE & LOCAL EQUAL EMPLOYMENT OPPORTUNITY

**Directive.** All members of the Task Force are required to refrain from harassing behavior; members of the Task Force are not to tolerate harassing behavior by anyone.

**Rationale.** The Task Force is committed to maintaining a work environment that is free of unlawful discrimination. In keeping with this commitment, the Task Force will not tolerate harassment of Task Force personnel by anyone, including any supervisor, co-worker, visitor, or any other person having contact with Task Force personnel.

### General Guidelines

**Definition** Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, or other protected group status. The Task Force will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

**Sexual Harassment** Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of work, (2) submission to or rejection of the conduct is used as the basis for a work-related decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of explicit, foul, or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body. This list is not all-inclusive; other behaviors may be viewed as harassment.

**Environment Free from Harassment** All members are responsible for helping to ensure a work environment that is free from harassment. Anyone feeling they have experienced or witnessed harassment is to immediately contact a supervisor or officer with whom they feel they can comfortably pursue such a complaint. The Task Force forbids retaliation against anyone who has reported harassment in good faith.

City of Lincoln EEOC <https://www.lincoln.ne.gov/City/Departments/HR/Employment/Equal-Opportunity#section-4>

## **CHAPTER 6: TASK FORCE MEMBER RECRUITMENT, APPOINTMENT, DEPLOYMENT & SEPARATION POLICIES AND PROCEDURES**

**General.** All rostered positions that become vacant on the Task Force will be filled using the system outlined in this manual.

**Recruiting.** The task force will review staffing each fall and determine recruiting needs. If recruiting is required the task force will utilize any of the following methods of recruiting based on the current needs of the task force; announcements and/or notices posted within the sponsoring agency and any agency non-affiliated with the task force, participation in trade shows or events that may attract individuals qualified in specific specialties, and or direct contact with agencies and/or employers in specific disciplines.

**Annual Announcement of Team Position Opening.** It shall be the responsibility of the Program Manager to announce any vacancies that open within any one of the three roster teams. The Program Manager shall make this announcement by posting it on the Task Force Website and at the NE-TF1 Administration Office. Standard procedure, should the need arise, is to announce all openings in the fourth quarter of each year, except for positions needing to be filled immediately.

**Appointments & Filling Vacancies for Rostered Positions** When a vacancy occurs in any Specialist position, the Program Manager shall notify the Training Manager who will review all members who have previously submitted a transfer request for that position and identify any other available qualified members of the Task Force. All members that are qualified for the position shall be eligible to fill the vacancy with those who have submitted transfer requests having priority. The Training Manager will present a list of qualified members to the Program Manager who will then appoint individuals from that list to fill identified vacancies.

To identify highly trained candidates for vacancies occurring in the Task Force, NE-TF1 has adopted a process for transferring positions within the Task Force. Candidates must have served in their current position not less than one (1) year before they are eligible for promotion or transfer within the Task Force. Candidates may submit a secondary/tertiary application which will provide them with opportunities to train toward additional positions. Once a member is fully trained in a second position they may complete and submit a transfer application to NE-TF1 Administration. The Program Manager reserves the right to appoint qualified members to management and officer positions outside of the annual transfer application period if immediate needs arise.

When a Task Force leader position vacancy occurs the Program Manager shall review the qualifications of eligible personnel and make an appointment. Only those who are fully qualified Task Force members in their current position and have completed the appropriate courses required for the Task Force leader position, including FEMA Task Force Leader and ICS 400 course, shall be considered for appointment to the position of Task Force Leader.

**6.1 Application Process.** Applications for task force membership will be accepted for thirty days and the process is dependent on position openings. Applications will only be accepted for vacant positions. Any member of the Sponsoring Agency, a Participating Agency, or a member of the public who can provide a special skill that is required of the Task Force shall complete and submit a NE-TF1 application for membership. Any application from a member of a Participating Agency must be approved by the Participating Agency Representative or their designee.

**6.1.2 Review Process.** The Training Manager or his/her designee will select a review committee consisting of position-specific members/subject matter experts who will review all applications in their discipline. All applications that meet the requirements will be returned to the Program Manager following review. No applications are to be released outside the review committee. Candidates will only be considered using the information provided by the candidate and will be considered based on knowledge, skills, and abilities.

Application Process will be as follows:

- Announcement for Open Application Period
- Applicants Submit Applications
- Program Manager Submits all applicant names to Sponsoring and Participating Agencies for review/approval.
- Application review committee reviews applications and submits final recommendations to the Program Manager
- Program Manager submits recommendations to the Sponsoring and Participating Agencies for final approval.
- Applicants are notified of acceptance or denial.

**6.1.3 Related Documents, Forms & Links** The application process is outlined on the NE-TF1 website. NE-TF1 Administration must complete all actions on the “New Member” checklist to ensure the member is added in all applicable areas; database, LMS, Salamander, Email, and Key Card Access.

**Related Management Policies**

MP1000.01 Task Force Application Process  
MP1000.07 Secondary Training and/or Transfer  
MP1000.17 Manager Application Process  
MP1000.18 Task Force Leader Appointment Process

**6.2 Deployment Policy** Only fully qualified members who have met all administrative, medical, and training requirements are to be considered for deployment. Task force members are assigned to one of three teams: “Red”, “White”, and “Blue”. Deployment is based on a team rotation schedule.

**6.2.1 Deployment Status:** All task force members are assigned a Deployment Status within the NE-TF1 EMOS Database.

**Deployable** – These members have met the minimum training requirements for deployment, are in good standing with NE-TF1, and have completed all annual training requirements.

**On Hold.** This classification is given to:

1. **Recruits/New Members.** All new task force members for a maximum of one year, or until they meet the minimum administrative, medical, and training requirements for their position. If a recruit meets the minimum administrative, medical, and training requirements for their position prior to the twelfth month their status will be changed to “Deployable”. If at month twelve they have not met the minimum requirements, they will remain non-deployable but their status will be changed to either “ON HOLD” or “Administrative Hold”.

2. **K9 Teams:** Handlers who do not yet have a canine certification at the FSA level.
3. **Administrative or Training** deficiencies.
4. **Medical Leave or incomplete medical documentation.** Any member on extended medical leave shall be placed in this Non-Deployable, “ON HOLD” classification. When released to full duty the member shall be placed in a vacant position for which they qualify. Any member missing required medical inoculations or medical documentation shall be placed in this classification until the required inoculations and/or documentation are received by NE-TF1 Administration.

#### **Administrative Hold.**

5. **Military/LOA.** Any member on extended military leave or on an approved extended Leave of Absence shall be placed in this classification.

**Conditional** – This classification is given to any member who has fulfilled all other requirements but has a deficiency that is a result of the Sponsoring or Participating agencies' training schedule not aligning with NE-TF1 expiration dates. (Fit Testing, CPR Certification, HazMat Certs)

### **6.2.2 Team Activation and Rotation System**

**General.** Members will be assigned to a roster by the position they qualify for and where there exists a vacancy within that team.

**Rotation.** The Task Force has established a rotation of 3 teams Red, White, and Blue. The rotation follows the national IST rotation model. Each team will be eligible for deployment should activation occur during the months they are at the top of the rotation.

**Rostering:** Rostering will be completed following the process set in Management Policy 1000.11 “Monthly Rostering Process”.

**Period of Non-Availability for Deployment.** Should a Task Force member know there will be a period they will be unavailable for deployment due to vacation, injury, other leaves approved by their employer, or for any reason that makes them unavailable, they shall report themselves as unavailable during the monthly rostersing call-out procedure. If they will be undeployable for more than one month they must notify the Program Manager in writing.

**Alerts for Local, State or Federal Deployments.** Should the Task Force receive a request to alert personnel for a possible deployment, Task Force members will be notified via text messaging and/or email, of the Alert. Those members who are “ON CALL” for the month shall be responsible for following the directions provided to confirm availability for the deployment. All other members who acknowledge the Alert notification shall be utilized to fill any remaining openings. Should any “ON CALL” member fail to acknowledge the alert they shall be replaced on the roster with a member from one of the two remaining teams in order of rotation. All team members should acknowledge their availability even if they are not “ON CALL” for the month to provide alternates for deployment should the need arise.

**Activations for Local, State or Federal Deployments.** Should the Task Force be Activated, the team that is rostered or “ON CALL” for the month shall be deployed. Text messaging will be utilized for notification, and should any member fail to acknowledge the activation within 30 minutes the member shall be replaced on the roster for deployment with a member from one of the two remaining teams in order of rotation. All team members should acknowledge their availability even if they are not “ON CALL” to provide alternates for a deployment.

**Multiple Incidents for Failure to Acknowledge Call-Downs.** Members who have continually failed to respond to these callouts will be contacted by the Program Manager to ensure the Task Force member is clear on the responsibilities of the member.

**Multiple Activations during the Same Month.** Should any Type 1 or Type 2 team be activated and deployed for a mission, regardless of the length of the mission, upon return it is NE-TF1’s policy to move that team to the bottom of the rotation and move the remaining teams up in the rotation. Following a Type 3 or Modular deployment, people who have not deployed during the previous 30 days are to take precedence over those who have, when rostering for multiple activations during the same month however, Participating and Sponsoring Agencies still have the final say in NE-TF1 rostering due to staffing shortages caused by multiple deployments in a short amount of time.

### **6.3 Separation Policies & Procedures**

**Termination of Membership.** A member may be terminated from the Task Force for any of the following reasons (MP 1000.04):

- Failure to maintain all requirements of deployable status.
- Failure to comply with training requirements as set forth by the Training Manager
- Failure to pass the required medical exam.
- Failure to meet all mandatory immunization requirements.
- Misconduct or violation of the Code of Conduct where the Program Manager determines to require dismissal.
- Upon written request by the task force member to separate from the task force.
- At the written request of the Sponsoring or associated Participating Agency.

**Task Force Issued Equipment.** A Task Force member classified as Retired or Separated must return all Task Force-issued equipment within fifteen (15) days of being notified that they have been placed in the retired/separated classification. Members shall be responsible for returning all issued equipment. Members who fail to return any issued equipment will be turned over to the City of Lincoln Attorney’s office for due process.

**Personnel & Training Files.** A Task Force member classified as Retired who has returned all Task Force-issued equipment may receive a copy of their personnel and/or training file by submitting a written request to the Program Manager. Copies of Personnel and Training files will be kept in accordance with City of Lincoln record retention policies.

**Related Documents, Forms & Links** NE-TF1 Administration will contact each retired or separated member in writing notifying them of/or acknowledging their status. NE-TF1 Administration must

complete all actions on the “Retired US&R Member” checklist to ensure the member is removed from all applicable areas; database, LMS, Salamander, Email, and Key Card Access.

#### **6.4 Issuance & Return of Personal Clothing PPE**

**Gear Issue.** Members will be issued one uniform consisting of BDU Pants, BDU Jacket, a belt, and a short-sleeved T-shirt at their NE-TF1 Orientation Class. A black gear bag with additional uniforms, a second pair of boots & sweatshirts is also assigned at that time along with a helmet and PPE, which are all to be stored at the NE-TF1 Logistics warehouse. Members must sign a receipt of acceptance for all gear assigned to them which will be placed in their personnel file.

Identification tags will be provided for all gear bags. Nametags will be issued for BDU clothing. Helmets issued will have a Velcro nametag placed on the back of the helmet. Any modification shall be made only after receiving express written permission from the Program Manager.

**Uniforms & Gear Bag.** Except for one NE-TF1 uniform, Task Force-issued equipment shall be stored at the NE-TF1 Logistics Center. Task Force members shall be issued a bag to assemble personal items kept at home. Upon deployment, the Task Force members shall bring the bag and integrate personal items into their equipment gear bags. Some Task Force members, such as canine search specialists, who use their gear frequently or other out-of-state personnel, may be permitted to maintain some issued gear at home. These personnel should follow the packing guidelines to pack and prepare their equipment upon deployment.

**Exchanging, Trading or Selling Property that belongs to the Task Force.** Task Force members are reminded all Task Force equipment is the property of the Task Force and is accountable to the federal government for audit purposes. Task Force members are prohibited from exchanging, trading, or selling any article of the Task Force uniform. Any member found to have sold or intentionally destroyed property belonging to the Task Force shall be removed from membership.

**Mission Issued Equipment.** All equipment issued to Task Force personnel at the time of deployment shall be returned when the Task Force returns to the warehouse. Personnel are prohibited from taking equipment home that was issued mission specific.

**Gear Turn-In** Once NE-TF1 Administration is notified of a member separation (termination/retirement) the Program Manager will contact the individual notifying them to return all NE-TF1 Issued Equipment within 30 days of separation from the task force. It will be the responsibility of the separating member to replace any lost or damaged items. If the member fails to return gear within the 30-day window their name will be turned over to the City of Lincoln Attorney’s office for further action.



## CHAPTER 7: COMPENSATION & AGENCY/MEMBER AGREEMENTS

**General** The financial practices of the Task Force shall follow all federal and state laws, City of Lincoln ordinances, and standard Generally Accepted Accounting Principles and Practices (GAAP).

### 7.1 Time & Payroll Reporting

**NE-TF1 Full-Time Employees:** All task force administrative employees in positions that are 100% funded by the cooperative agreement will submit electronic timesheets through the City of Lincoln Oracle system. All task force administrative employees in positions where funding is split between the cooperative agreement and the Sponsoring Agency will submit hard copy weekly time sheets to include hours worked and functions performed. Any overtime worked is also to be included in the submission. Time sheets will be reviewed by the employee's immediate supervisor and forwarded to the payroll clerk for payment and permanent record storage as defined by state statute and local requirements. Each employee must also complete a Certification Statement for each pay period.

**Task Force members:** Task Force members are required to submit a time record for all compensated activities they attend. Task force members will be required to sign a time record when reporting to the point of departure for any deployment and are required to sign out after turning in their gear following a deployment.

**7.1.1 Administrative Documentation Procedures** Once a time sheet is submitted the NE-TF1 Grant Manager will document the cooperative agreement, business unit, and account code on each time sheet and email it to the LF&R Payroll Clerk or forward it to the participating agency contact. The Grant Manager must complete and attach a NE-TF1 Contractual Payment form for each non-affiliated member before emailing it (with the corresponding timesheet) to the LF&R Payroll Clerk. Logistics personnel and members providing Logistics support may submit an electronic timesheet located on our member's member-only website.

## 7.2 Reimbursement Rates & Memorandum of Agreements

**7.2.1 Participating Agency Agreements** NE-TF1 has a Memorandum of Agreement with all Participating Agencies. Three copies must be completed and signed by the Participating Agency. Once signed and returned to NE-TF1 the documents must be signed by the Program Manager and the Lincoln Fire Chief and then processed by Executive Order via the LF&R Administrative Officer. Once fully executed one copy is returned to the Participating Agency, and the other is filed in the NE-TF1 Grant Manager's office with electronic copies stored in NE-TF1's shared drive. MOA's with Participating Agencies are renewed every six (6) years. On an annual basis, each participating agency is responsible for submitting an update 18-001 that will establish their member's current rate of pay and benefits.

### 7.2.2 Non-affiliated Members

**Memorandum of Agreement (MOA)** NE-TF1 has a Memorandum of Agreement with all non-non-affiliated Members. A non-non-affiliated member is a member who is not non-affiliated with (employed by) the Sponsoring Agency or any of NE-TF1's Participating Agencies. Three copies of the MOA must be completed and signed by the member. Once returned to NE-TF1 the documents must be executed by Director's Order via the LF&R Administrative Officer. Once fully executed one copy is returned to the member, the other is attached to the member in the Database, and one is filed by the LF&R Administrative Officer. MOA's with non-non-affiliated members are renewed every three (6) years.

**Compensation Rate Agreements** All non-non-affiliated members must sign a Compensation Rate Agreement with NE-TF1. Compensation Rates are based on the current pay rate of the members' primary employer and the member must provide a copy of their most recent pay stub for verification. The exceptions to this policy are Canine Search Specialists, Structural Specialist, Agency Retiree, and members with no primary employer. CSS is paid an assigned rate during activations. NE-TF1 has adopted the General Schedule (Base) <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages>, Grade 15, Step 5 for compensation for STS on the task force. A retiree or task force member who has no primary employer is paid at a flat rate of \$25 per hour, with no overtime. When a member is retired from their employer but remains on the task force, they must submit a completed W9 form which must be provided to the LF&R Payroll Clerk.

Compensation Rate Agreements with non-non-affiliated personnel are renewed annually at the direction of the City of Lincoln Attorney's Office. Task Force members who participate under such an agreement will be contacted by NE-TF1 staff requesting proof of current employer salary for verification of pay rate to be used for their individual agreement. Once received the individual agreement will be submitted for review by the Program Manager and approval by the department head via Director's Order

## 7.4 Insurance

**General** Non-affiliated Task Force members are covered by "Volunteer's Insurance. The task force pays an annual premium for a blanket accident medical insurance policy. This policy pays benefits for specific losses from accidents only. It does not pay benefits for sickness. Coverage applies to

any non-affiliated member participating in NE-TF1 training and activities approved and authorized by the NE-TF1 Training Manager and/or Program Manager. This insurance does not apply to injuries that occur during FEMA-sanctioned training. Injuries occurring during FEMA-sanctioned training will be submitted through FEMA's worker's compensation program.

**Member Coverage**

Accidental Death and Dismemberment Benefits	\$2,500
Accident Medical Expense Benefits	\$50,000

**Notification Requirements:** Any NE-TF1 member who is injured during authorized training must report their injury immediately to the Lead Instructor. The Lead Instructor will work with the Program Manager and Administrative staff to facilitate any required paperwork and reporting for insurance purposes.

## **7.5 Workman's Compensation**

**General.** Upon activation, all Nebraska Task Force 1 members are recognized as Temporary Excepted Volunteers for the purposes of coverage for Federal Worker's Compensation and Tort Claims protection. When a Task Force member joins the task force, they must sign the I-9 Appointment Affidavit and undergo the Oath of Office (during new member orientation) to ensure they are covered under the Federal Workers' Compensation Act and the Federal Tort Claims Act. When deploying or attending training they must sign an NE-TF1 roster.

**Coverage.** When Task Force members are participating in FEMA-sanctioned training, in a FEMA Operational Exercise (ORE), as a member who has been alerted and directed to report to the Program Office, or when the Task Force has been "Activated", they are placed under the Federal Employees Compensation Act and the Public Safety Officers Death Benefits Public Law No. 90-351, Title I, Part L, 42 U.S.C. Chapter 46, Chapter XII. All Task Force members are afforded coverage for the Federal Employees Compensation Act and Public Safety Officers Death Benefit.

**Reporting Injuries.** It is the responsibility of every Task Force member who incurs an injury or exposure to report all injuries to the Medical Team Manager or the Lead Instructor and/or Training Manager at the time of the injury/exposure, or should the member become ill - as soon as possible. It shall be the responsibility of the Medical Team Manager or the Lead Instructor to direct the member to the United States Department of Labor ECOMP site to complete the federal injury form CA-1 and CA-4 for the purpose of filing for coverage under Federal Worker's Compensation. It is the responsibility of the Task Force member to submit the claim for injury. Should the member be physically or mentally unable to submit the claim, it will become the responsibility of the Medical Team Manager if occurring on a deployment, or the Lead Instructor if injury occurs during a training event. Failure of the member to supply all requested documents, information or forms may result in denial of the claim by the Federal Department of Labor. The member should provide the Grant Manager with the EComp case number and ECN number once registered.

**Notification of Coverage to Task Force Members.** It is the responsibility of the Program Manager to ensure all new Task Force members are aware of the coverage afforded to them and the system in which they are to make a claim should the need arise.

**Worker's Compensation Claim Submission:**

Non-affiliated members: will work directly through EComp for all treatment, approvals, and payment for medical care. Medical expenses are the only reimbursable expenses. Sick time or leave pay is not reimbursable.

Participating Agencies: Members of participating Fire Departments will file an initial CA-1 and then proceed through their department's worker compensation process. Within 6 months of the initial injury, their risk management department must submit their initial claim for reimbursement. Only medical expenses are reimbursable at this time, sick time, and/or backfill is not a reimbursable expense.

Non-Fire Participating Agencies will have the choice of processing through their internal risk management department and submitting a completed claim at the end or having their member work through the EComp system for all approvals and reimbursements starting at the time of injury.

### **Related Documents, Forms & Links**

Refer to NE-TF1 Worker's Compensation Manual for more information. A hard copy is located in the Grant Manager's Offices and on the task force website on the Documents and Forms page.

Additional information can be found at:

<https://www.ecomp.dol.gov/content/help/FilingFormsAsAnInjuredWorker/index.html>

<https://www.dol.gov/owcp/dfec/procedure-manual.htm>

## CHAPTER 8: SOP FOR PROCURING GOODS & SERVICES

- 8.1 Policy** Procurement transactions, regardless of method or dollar value, will maximize open and free competition. NE-TF1 shall not engage in procurement practices that may be considered restrictive in trade. Purchases will be reviewed by the purchasing agent or designee to prevent duplication and to ensure that costs are reasonable. Purchases of unnecessary items will be avoided. Where appropriate, an analysis will be made of lease and purchase alternatives to determine which would be the most economical and practical.

Solicitations will include, where practical and economically feasible, the acceptance of products and services dimensioned in the metric system of measurement and preference for products and services that conserve natural resources, protect the environment, and are energy efficient.

**Compliance with Federal Award Conditions** NE-TF1 will comply with all additional administrative requirements as stipulated in the notice of grant award and Statement of Work. NE-TF1 must also follow the City of Lincoln's procurement guidelines and approval process when making any purchases.

- 8.2 Procedures** Nebraska Task Force 1 utilizes several procurement processes to acquire commodities and services that are of the best quality and at the lowest cost. NE-TF1, with assistance from the City of Lincoln Purchasing Department, follows the City of Lincoln & Lancaster County Federal Procurement Process in compliance with 2 CFR 200. The following processes are used in a manner that will best serve the task force for each acquisition. Each process is covered in detail in the City of Lincoln and Lancaster County Federal Procurement Manual. <https://www.lincoln.ne.gov/City/Departments/Finance/Purchasing>

**Summary** Once a need is identified, approval to purchase must be obtained from the NE-TF1 Program Manager for any purchase in excess of \$250. Once approved for purchase the purchase type is determined based on cost and vendor availability. Types of purchase include:

- Micro-Purchase (Cost is under \$10,000)
- Non-Competitive Proposal Process (Sole Source)
- Purchase Order Process (Cost is over \$10,000 but under \$49,999.99)
- Sealed Bid Purchase (Cost exceeds \$50,000)

All purchasers must work with the Grant Manager to determine allowability, reasonableness, and allocability.

Outside of a deployment, any purchase over \$1,000 must be authorized by the Program Manager.

2 CFR #200.320 <https://www.law.cornell.edu/cfr/text/2/200.320>

City of Lincoln Purchasing Documents & Procedures <https://www.lincoln.ne.gov/City/Departments/Finance/Purchasing>

## CHAPTER 9: SOP FOR TRACKING & RECONCILING CA FUNDS

**Statement of Work.** Each year the Program Office sends out a Notice of Funding Opportunity and Statement of Work (SOW). Based on the SOW the Program Manager, with input from NE-TF1 staff develops and submits an annual budget document. This is the guiding document on how the Task Force will spend its funding. Periodic reviews of the SOW are performed to ensure funds are being spent as directed.

**Budget Development:** The Program Manager receives input from the Logistics Manager regarding equipment needs, and the Grant Manager regarding salaries, benefits, and annual & historical expenses (utilities/service contracts) and develops a formal budget submission to submit with the grant application. Continual reviews of the Budget are performed to ensure funds are being spent as budgeted.

**Expenditure Monitoring** Once awarded, a cooperative agreement funding expenditures will be made using the City of Lincoln purchasing and spending processes. All purchases over \$1000 will be pre-approved by the Program Manager. All bidding and procurement for Task Force items will follow the City of Lincoln purchasing department requirements as defined in the city code. Purchases will be made as approved by FEMA in the annual statement of work and cooperative agreement budget. Invoices will be reviewed before being submitted for payment. The Grant Manager will reconcile NE-TF1's tracking documents with the City of Lincoln's accounting system on a monthly basis (minimum). The annual US&R budget is included in the City of Lincoln's budget process and approved by the Mayor and city council. The program expenditures are subject to regular city internal and external audits.

### 9.2 Cooperative Agreements

**Preparedness Cooperative Agreement:** Funding is utilized for annual Task Force preparedness measures. Funds can be spent on salaries, equipment, training, supplies, and or services required to prepare the task force to respond to a national US&R disaster activation within a 4-hour mobilization time frame for an over-the-road response and a 6-hour mobilization time frame for an air response. These funds are awarded and then spent; however, funds are not drawn down from the PARS system in advance. Purchases are made and paid for by the City of Lincoln. The Grant Manager submits Draw Down requests on a quarterly (minimum) if not monthly basis in the PARS system.

**Response Cooperative Agreement:** This funding is utilized for salaries, equipment, supplies, and services utilized during a national US&R disaster activation. These funds are spent and then reimbursed. FEMA issues US&R Response Cooperative Agreements every five years. All response advances or reimbursements during the five years following it being issued are attributed to that cooperative agreement. Each time the task force receives response funding, an amendment is made to the Response Cooperative Agreement and an "Assistance Award/Amendment" document with a new amendment number should be received with every deposit made into that account. The Grant Manager will track these amendments in a spreadsheet (see location under 18.5).

**9.3 Reporting** For each preparedness cooperative agreement, the Program Office will establish the reporting expectations and those will be included within the Statement of Work. NE-TF1 will provide all reports as required.

### 9.4 Related Documents, Forms & Links

Electronic Filing Locations:

In the shared drive, select the funding year folder.

« Shared drives » Administration » FINANCE » COOPERATIVE AGRMT DOCUMENTS »

	Name	Date m
s	2015 FY15 EMW 2015-CA00034	3/23/20
	2017 FY17 EMW 2017-CA00081	3/29/20
s	2018 FY18 EMW 2018-CA00052	4/5/20
s	2019 FY19 EMW 2019-CA00085	4/5/20
	2020 FY20 EMW 2020-CA00066	4/6/20
	2021 FY21	9/15/20
ive (G:)	ARCHIVE	9/21/20
	CA Amendment Forms	6/3/20
	Fixed Assets	4/5/20
nual	Copy of federal Grant Expenditures.xls	1/9/20
	JDE Instructions 4-2-18.docx	4/13/20

All Budget Documents, Reports, Tracking Worksheets & Reconciliation Documents relating to that years Cooperative Agreement Funds are located in that year's folder

Name
FY20 1. Announcement Application and ...
FY20 2. Award Acceptance Documents
FY20 3. Performance Reports
FY20 4. Self Evaluation
FY20 5. Quarterly Reports
FY20 6. Spend Plan Change and Approvals
FY20 7. Close Out Report
FY20 8. Grants.gov
FY20 9. ND-Grants
FY20 10. CA Funds Tracking
FY20 11. Database Submissions
Inv .1000 Equipment
Inv .2000 StorMaint
Inv .3000 Training
Inv .4000 Admin
New forms -US&R Program Directive 201...

## CHAPTER 10: TASK FORCE AUDIT/INSPECTION POLICIES/PROCEDURES

- 10.1 Guidance** NE-TF1 utilizes 2 CFR 200 Audit Requirements, and the supporting Technical Assistance/Grant Site Visit Checklist for compliance guidance.
- 10.2 City of Lincoln Single Audit** Both the Lincoln City Charter and Nebraska State law require an annual audit of the City's funds and accounts be made by a recognized independent and qualified accountant covering all financial transactions, affairs, and financial condition of the City, with the audit report published within six months after the close of the fiscal year. The annual single audit report can be located at <https://www.lincoln.ne.gov/City/Departments/Finance/Accounting> (Single Audit Section Starts on Page 184)
- 10.3 Audit Resolution** This process is designed to produce effective, efficient action to correct problems uncovered by an audit. Its success is dependent on continuous communication among all parties. Resolution is conducted through a 5-step process outlined as follows:

Step 1: Report Issuance: Audit reports are issued by either Federal Auditors or an Independent Auditor contracted by the City of Lincoln. The Auditor sends its final audit report, including instructions for response to the report - including the time frame for response, to the City of Lincoln's Mayor and members of the City Council. The Mayor will review with the City CFO and forward any recommendations and or corrective actions relating to the NE-TF1 US&R Program to the Sponsoring Agency Chief and the NE-TF1 Program Manager.

***Types of Audit Findings.*** There are three types of Federal Audit findings Monetary, Non-monetary, and Funds Put to Better Use. For an Independent Audit there are only two findings; Non-monetary, and Funds Put to Better Use.

***Monetary*** - Audit recommendations that advise the Government to seek recovery of funds from the task force.

***Non-monetary*** – Audit recommendations that advise the task force to take specific actions to remedy administrative deficiencies or problems described in an audit finding.

***Funds Put to Better Use*** – Audit recommendations that advise the task force that funds could be used more efficiently if management took actions to implement and complete the recommendations.

Step 2: Task Force Response: The Sponsoring Agency Chief in conjunction with the NE-TF1 Program Manager will work with their staff to develop a response. Their response should indicate agreement or disagreement with each reported recommendation. When the task force agrees with the recommendations, the response should identify planned corrective actions and, where appropriate, dates for achieving actions. When the task force disagrees with the recommendations, the response should fully explain the reason(s) for the disagreement. Where disagreement is based on the interpretation of law, regulation, or the authority of officials to take or not act. The response must include a legal basis. The task force may suggest alternative corrective actions should they see the need. The response must be presented within 120 calendar days.



Step 3: Mayor/CFO Review of Task Force Response: The City CFO shall promptly review the task force decision based on the audit resolution criteria set forth in 2 CFR 200. The CFO should agree with the response or return it with comments to the task force. In either case, the CFO shall notify the task force of action taken within 20 calendar days of receipt of the response.

In cases of a Federal Audit, once the CFO agrees with the task force response, they will work with the task force in the submission of a formal response to the Federal Auditors.

Step 4: Resolution of Recommendations. The formal response shall contain the following items.

- A plan for implementing each audit recommendation, recommended corrective action, or agency-proposed corrective action that includes a description and timetable of specific actions to be taken or milestones to implement the recommendation or task force proposed corrective action.
- A completion date for implementing each recommendation, recommended corrective action or task force proposed corrective action.
- A description of how the task force will show that the recommendation, recommended corrective action or task force proposed corrective action was implemented.

Step 5: Implementation of Recommendations and/or Corrective Actions.

Implementation should proceed as rapidly as possible to rectify the problems identified in the audit and in accordance with the requirements put forth in the audit findings. The Program Manager will oversee the implementation, documentation, and reporting based on the corrective action plan submitted with their official response.

- *Monetary corrective action* is considered implemented when the debt is collected in cash, settled by an authorized alternative repayment agreement, offset, or written off by compromise. (Supporting documentation should be maintained by the task force to include demand letters, evidence of repayment, evidence that payments were successfully offset, or funds withheld, or documentation of compromise.)
- *Non-monetary corrective action* is considered implemented when the action described in the recommendation, or an alternative is complete, and completion can be documented.
- *Funds put to better use corrective actions* are considered implemented when the action described in the recommendation, or an alternative is complete, and the value of the recommendation implemented can be documented.

Once the corrective actions have been implemented, documented, and reported, the task force must receive final notice from the City CFO and/or Federal Auditors to consider all recommendations closed.

## CHAPTER 11: FINANCIAL MANAGEMENT

- 11.1 Internal Controls** NE-TF1 maintains effective control over and accountability for all funds, property, and assets adequately safeguards all such assets, and assures that they are used solely for authorized purposes. Accountability is obtained by using a cost accounting system that properly traces all transactions. All property is accounted for by using the NE-TF1 database system.
- 11.2 Accounting Records and Source Documentation** The uniform grants administrative requirements in the OMB Circulars and sets standards for accounting records and source documentation. Records are to adequately identify the source and application of grant funds and must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, program income, and interest. The accounting records must be supported by source documentation such as canceled checks, invoices, payroll sheets supported by time and attendance records, and contract and subgrant award documents. All accounting records relating to grant transactions are retained for three (3) years from the date the final expenditure report is submitted.

NE-TF1 utilizes the City of Lincoln's accounting system (JDE) which provides financial and performance-reporting data, associates grant expenditures with specific funding sources, and provides a clear audit trail.

This system provides reasonable assurance that transactions are properly recorded and accounted for; transactions are executed in compliance with all laws and regulations and funds; property, and other assets are safeguarded against loss from unauthorized use or disposition.

On a monthly basis, the Grant Manager and Program Manager review the financial reports to monitor the grant activities and overall budget balance. The task force utilizes the JDE accounting system in conjunction with a spreadsheet tracking record to ensure that funds are available before any transaction is made.

### 11.3 Budget Control

The *financial budget* is the budget that is included in the budget section of the grant agreement. It will contain the standard budget line items such as personnel, travel, contracts, subgrants, etc. The *program budget* is the budget that reflects the activities that appear in the project description or narrative. The financial and program budgets are complimentary.

The NE-TF1 financial management system allows for the comparison of outlays with budget amounts for each award. Whenever appropriate, financial information will be related to performance and unit-cost data.

- 11.4 Cash Management** NE-TF1 has procedures in place to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and disbursement for program purposes. Mechanisms are in place to track advanced funds and authorize the appropriate person to process requests for draw-down reimbursement.

- The Grant Manager will review expenditures through the City's JDEdwards (JDE) accounting software monthly to determine when a drawdown is needed. This process

prevents having surplus cash on hand as we only request reimbursement for funds spent and **NEVER** draw down funds in advance.

- Funding requests are made through the Payment and Report System known as PARS and once requested, the City's treasurer division is notified that funds are expected. Funds are generally deposited into the City's bank account within a few business days and finance will notify the Grant Manager when the funds have been received. Grant Manager will record a deposit into JDE system with a follow-up email to finance that it has been completed.

## **11.5 Financial Reporting**

NE-TF1 will provide all financial reports as required by the federal funding agency in accordance with the terms and conditions of the award. The Grant Manager will provide a schedule of expenditures for federal awards required by Audit Circular A-133. This report must reflect the total expenditures for each federal program, identified by the Code of Federal Domestic Assistance (CFDA) number. In addition, this report must be annotated with descriptions of significant accounting policies used in preparing the schedule.

FEMA requires a quarterly financial status report, FF SF425, to be filed electronically through PARS.

















Performance reports are to be filed on a semi-annual basis under the ND Grant system. A Final SF425 will be due 90 days after the end of the performance period showing all funds have been spent.

- SF425 reporting – The Grant Manager will print a financial report from the JDE system once the quarterly period has ended to determine revenue and expenditure for each open cooperative agreement. Submission is due 30 days after the end of the quarter via PARS. The Grant Manager will file and sign electronically on behalf of the Program Manager.
- The Grant Manager will print and save a copy of the final submission electronically.

**Appendix A:** NE-TF1 Management Policies can be referenced on our website's member only page under Documents and Forms.

## CHAPTER 12: ADMINISTRATIVE FILING PROCEDURES

- 12.1 Personnel Files** The Task Force will maintain an electronic personnel file for each member. Each member may review their file upon request to the Program Manager. No member will be allowed to remove any documentation. Personnel files may include but are not limited to: the member's task force application, gear issue documents, documentation of appreciation and/or disciplinary action, MOA's and Pay Agreements. These files can be located in the member's personnel file in NE-TF1's shared drive.
- 12.2 Administrative Files** Administrative forms are filed in the NE-TF1 database with electronic copies stored in individual personnel files. Each member may review their file upon request to the Program Manager. No member will be allowed to remove any documentation. It is the responsibility of each Task Force member to provide NE-TF1 with current copies of the following documents:
- OF612 Government Application
  - Appointment Affidavit
  - Completed Immunizations Form
  - Inoculations Complete
  - Medical Fit for Duty Form
- 12.3 Training Files** The Task Force will maintain training files for each rostered member. Training files include certificates of completion for all General and Position-specific FEMA requirements relating to the members' primary position on the task force. Each member may review their file upon request to the Program Manager and may download copies of training certificates from the NE-TF1 database at any time. It is the responsibility of each Task Force member to provide NE-TF1 with current copies of all required training certificates. These certificates are maintained electronically in the NE-TF1 database.
- 12.4 Medical Files** the Task Force does not maintain any medical records/protected patient information (PPI) on site. All medical records are maintained by the facility contracted to provide member physicals. Each member may review their file upon request to the agency contracted to provide physicals and may request copies of medical and inoculation records at any time.
- 12.5 Program Directives & General Memorandums** A link to copies of all Program Directives & General Memorandums are located on the NE-TF1 member's only website under Documents and Forms at <https://www.nebraskataskforce1.com/forms>
- 12.6 Memorandum of Agreements** Copies of MOA's for non-non-affiliated members are stored in the individual's electronic personnel file and attached to the individual in the NE-TF1 database.
- 12.7 Participating Agency Agreements** Copies of Participating Agency Agreements are stored as scanned copies in the NE-TF1 shared drive. A hard copy is also on file at the City Clerk's office.
- 12.8 FEMA/Sponsoring Agency Reports, Budgets, Cooperative Agreement Applications** Electronic copies of all documentation are stored on the NE-TF1 Shared Drive G:\Shared drives\Administration\FINANCE\COOPERATIVE AGRMT DOCUMENTS. Documents are filed by funding year e.g. FY19, FY20, FY21, etc. each of which contains sub folders as shown below.

 FY20 1. Announcement Application and ...	8/3/2020 5:32 PM	File folder
 FY20 2. Award Acceptance Documents	8/25/2020 7:52 AM	File folder
 FY20 3. Performance Reports	3/24/2021 3:07 PM	File folder
 FY20 4. Self Evaluation	3/22/2021 4:11 PM	File folder
 FY20 5. Quarterly Reports	4/5/2021 10:44 AM	File folder
 FY20 6. Spend Plan Change and Approvals	2/5/2015 10:01 AM	File folder
 FY20 7. Close Out Report	1/27/2016 1:20 PM	File folder
 FY20 8. Grants.gov	2/5/2015 10:03 AM	File folder
 FY20 9. ND-Grants	2/5/2015 10:03 AM	File folder
 FY20 10. CA Funds Tracking	4/6/2021 11:09 AM	File folder
 FY20 11. Database Submissions	4/5/2021 10:40 AM	File folder
 Inv .1000 Equipment	4/5/2021 10:42 AM	File folder
 Inv .2000 StorMaint	4/5/2021 10:42 AM	File folder
 Inv .3000 Training	4/5/2021 10:43 AM	File folder
 Inv .4000 Admin	4/5/2021 10:43 AM	File folder
 New forms -US&R Program Directive 201...	7/19/2016 3:49 PM	Outlook Item

## 12.9 Documentation Retention & Storage

Original Task Force training and personnel documents are incorporated into the Fire Department's records retention plan as required by state law and are boxed for storage in the city-county records center. Deployment records specifically are retained for 50 years. Boxed records can be retrieved as needed by staff.

## 12.10 Related Documents, Forms & Links

- City of Lincoln Fire & Rescue Records Management Retention Schedule  
<https://sos.nebraska.gov/records-management/city-lincoln-schedule-99>

## CHAPTER 13: TRAVEL REQUIREMENTS

**13.1 Travel** Several positions within the Task Force require the successful completion of specialized training. Participation in Subgroups or National Level meetings also may require travel. The Program Manager will review all course/meeting announcements. If funding is available, the PM or Training Manager will indicate eligible personnel to attend, and the announcement will be forwarded to the eligible member(s). If interested in attending, the task force member must confirm acceptance with the PM or Training Manager. Once confirmed NE-TF1 administrative staff will email additional instructions to the traveler. Members are not reimbursed for their time while attending training, only travel and business expenses.

### 13.2 Authorization & Reimbursement

**Request to Attend Form** A Request to Attend (RTA) form must be submitted prior to all travel. NE-TF1 administrative staff may complete the RTA or they will instruct members to complete and submit the online Request to Attend form themselves. How this is to be completed will be in the instructional email the traveler receives. RTA's must be approved by the Program Manager and the LF&R Fire Chief. Once an RTA has been approved, NE-TF1 Administration will assign a cooperative agreement, business unit, and account code to the travel and the individual will be registered for the course. NE-TF1 Administration may also make lodging reservations for the traveler. All other travel arrangements, flights/rental vehicles, are to be made by the traveler through our designated travel agent. Prior to any arrangements being made by the traveler, NE-TF1 Administration will provide the member with specific travel instructions and any additional course or logistical information via email. Unless otherwise indicated, Airline and Lodging expenses will be billed to the Task Force. Except for lodging reserved by NE-TF1 Administration, and air travel booked through the NE-TF1 designated travel agent, all other travel expenses will be the responsibility of the Task Force member at the time of travel, to be reimbursed upon submission of an expense report. Members are to refer to MP 1000.26 the Task Force Member Travel policy for additional information. LF&R employees may utilize a task force credit card for travel expenses. PCards can be checked out by the Grant Manager after completing the City of Lincoln PCard training.

**Expense Report** Within ten (10) days of returning from travel the Task Force member must submit a returned report for reimbursement including but not limited to; hotel and car rental receipts showing a zero balance, taxi and baggage fee receipts, and mileage submission. Grant Manager will review and process the expense report for reimbursement by following the City of Lincoln reimbursement policies. Any member requesting reimbursement via direct deposit must complete a Direct Deposit form and submit a canceled check with their expense report. All other reimbursements will be made via a check mailed to the member's address on file.

**13.3 Cancellations** It is the responsibility of any Task Force member who cannot attend a class that they have been registered for to notify NE-TF1 Administration as soon as they are aware they will be unable to attend.

## CHAPTER 14: PUBLIC RELATIONS ACTIVITIES

- 14.1 Press/Media Releases** All press releases must be developed and approved for both word and image content by the NE-TF1 Program Manager or their designee. Once approved, these can be supplied to a City (of Lincoln, NE) Communications representative for media distribution. If needed, a City Communications representative can be utilized for scheduling and setup for media conference calls and/or video call purposes. The Program Manager or their designee retains the ability to develop and distribute press and media releases as needed via any NE-TF1 maintained social media account, or any internally maintained electronic distribution list. In addition, all requests for information specific to NE-TF1 and interview requests shall be directly routed to the Program Manager or their designee.
- 14.2 Embedded Media Procedures** NE-TF1 will follow FEMA Program Directive 2006-014 US&R Embedded Media Procedures, FEMA's Internal Rules of the Road for Media Access with Disaster Teams Guidelines. Representatives of the media must submit a request to travel with the task force to the Program Manager. The Program Manager will review it and if approved must forward it to the Lincoln Fire & Rescue Fire Chief and the City of Lincoln Mayor's office for final authorization and approval. Each media representative shall be provided with the "Covering FEMA from the Inside" informational letter, and Media Access Suggested Gear List, and each must sign a "Media Access Informed Consent Form".
- 14.3 Task Force Member Public Relations Activities** Any task force member wishing to participate in a television or newspaper interview, at a public event as a representative of NE-TF1, or as a speaker or presenter at any public function must submit a written request for approval to the NE-TF1 Program Manager.
- 14.4 NE-TF1 Public Information Officer** At any time the City of Lincoln Fire & Rescue Fire Chief, the NE-TF1 Program Manager, or Task Force Leader may assign a member to serve as the NE-TF1 Public Information Officer (PIO). This may apply to public education campaigns, training, task force exercises, or deployments. The PIO is to familiarize themselves with and follow the "FEMA Basic Guidance for Public Information Officers (PIO's)".

## CHAPTER 15: FAMILY SUPPORT UNIT

- 15.1 Family Support Unit Leader Assignment:** The NE-TF1 US&R Specialist will act as Family Support Unit Leader (FSUL) unless delegated otherwise by the Mobilization Commander.
- 15.2 FSU Activation/Notification.** The Mobilization Commander or Program Manager will notify/activate the FSUL. Once activated, the FSUL will report to the task force point of departure. The Family Support Unit Leader will attend a briefing with the deploying Task Force Leaders prior to the team's departure to develop a briefing schedule for the duration of the mission. During the initial briefing deploying task force members will be instructed to direct family members to the NE-TF1 family webpage which provides emergency contact numbers and general deployment-related information, and to NE-TF1's social media pages. Deployed Task Force Leaders shall provide information updates to the FSUL daily for dissemination. The FSUL must ensure the NE-TF1 Family member website has been updated with their preferred contact information and ensure the NE-TF1/LF&R 24hr points of contact information posted is correct.
- 15.2 Information Dissemination.** The FSUL will act as a liaison to member families. The FSUL will receive briefings from the deployed task force and will determine the best way to convey that information to family members. General information and updates may be conveyed via social media. Family-specific notifications may be made via social media, by phone, text, video conferencing, in-person briefings, or via the Family Member section of the Nebraska Task Force 1 website.
- 15.3 Emergencies at Home.** Should an emergency arise at home, the family member should contact the emergency numbers posted on the family website. The FSUL shall contact the Task Force Leader advising of the emergency and what support actions at home have been initiated. The FSUL shall work with the Task Force Leader and the family until the matter is resolved at home.
- 15.4 Major Deployments.** In the event of a major or extended deployment, the Family Support Unit will identify regular date/times/locations for regular meetings/conferences or video calls with family members. Depending on the resources available these briefings may consist of needs assessments of family members, general discussions, and situational briefings by non-deploying Task Force Leaders, and/or conference/video calls and situational briefings with the deployed Task Force Leader. Should the FSUL deem it necessary, they may assign non-deployed task force members to serve on the Family Support Unit to assist in coordinating family support and to provide additional outreach to families.
- 15.5 Family Member Only Website** NE-TF1 has a password protected Family Members web page that is only utilized during deployments. The FSUL will coordinate and oversee the posting of information on this page.

## CHAPTER 16: FEMA WORK GROUP AND IST MEMBER RESPONSIBILITIES

- 16.1 IST Member & Task Force Responsibilities** Members interested in applying for an IST position must receive prior written approval from the Program Manager. Any NE-TF1 members that are



rostered on an Incident Support Team (IST) have agreed to a significant individual commitment. By authorizing their participation NE-TF1 understands that commitment and the commitment required of the Sponsoring, and Participating Agencies. Rostered IST members are required to be on call for a minimum of one month at a time, four times a year with the possibility of additional requests for No-Notice events. With an appointment to an IST position, the member and NE-TF1 understand that this assignment takes precedence over other task force and emergency assignments outside normal agency duties unless an incident occurs in the IST member's jurisdiction. By signing the Letter of Support, the Task Force Representative and Sponsoring/Participating Agencies agree to allow the IST member to respond to activation and to follow the reimbursement procedures established in 2 CFR 200. Additionally, the Sponsoring Agency agrees to fund through its Preparedness Cooperative Agreement, its members' attendance at the IST Training, and annual exercise as funding permits. For additional information on IST responsibilities please reference US&R Program Directive 2011-005, and 2 CFR 200 in regard to established reimbursement procedures.

- 16.2 US&R Work Group & Subcommittee Member Responsibilities** NE-TF1 members interested in applying for a position on a Work Group or subcommittee must receive prior written approval from the Program Manager. NE-TF1 will utilize current travel funding to cover travel and per diem for all NE-TF1 task force member travel to scheduled work group meetings or other activities as directed by the Program Office. This would include the attendance of Work Group Members and Task Force Leaders' representatives at scheduled meetings.

IST Position Description:

[https://fd2e83c6-0e32-4ec2-b251-e8ef56b057c3.filesusr.com/ugd/0c74c2\\_5206ae96096c4ad08841ad22858bb257.pdf](https://fd2e83c6-0e32-4ec2-b251-e8ef56b057c3.filesusr.com/ugd/0c74c2_5206ae96096c4ad08841ad22858bb257.pdf)

## CHAPTER 17 POST DEPLOYMENT

- 17.1 Return to Readiness** the US&R Specialist will coordinate with the Logistics Team Manager to complete Cache Rehab, Inventory Reconciliation, Equipment Repair or replacement, and Re-Supply in addition to Vehicle inspections, decontamination, and repair/servicing.

**Re-Supply** the Program Manager and Logistics Team Manager will identify equipment/supply needs and initiate procurement in compliance with the most current cache list, following the City of Lincoln/NE-TF1 purchasing process.

**Rehab** the Logistic Team Manager will coordinate members to participate in rehabbing the cache in compliance with the demobilization order.

### 17.2 Post-Mission Medical Process

**Task Force Members** Medical Team Managers (MTM) are to follow all instructions provided by the IST Medical Unit Leader regarding post-deployment medical including but not limited to post-incident health surveys/questionnaires. MTM is to notify the Program Manager of all injuries and review with the NE-TF1 Medical Director, identifying any injuries that may require ongoing treatment. Following particularly difficult deployment it will be the NE-TF1 Medical Director in coordination with MTM's responsibility to develop a schedule/method to monitor all members for a period and report any issues to the Task Force Leader and Program Manager. The Medical Director will work in conjunction with the affected individual's personal physician if required.

**Canine** Based on the level of operations during the deployment, Task Force canines may request Veterinary Medical Assistant Teams (VMAT's) perform canine post-deployment health screenings prior to final demobilization. If VMAT is not available in the field, the NE-TF1 Canine Coordinator will be responsible for coordinating post-health screenings for deployed canines if they feel the animal's exposure merits it.

- 17.3 AAR/Corrective Action Procedures** It is the responsibility of the deployed Planning Team Manager to put together the After Action Report and submit it to the Program Manager within 30 days of demobilization. The Program Manager will review with the Task Force Leader before submitting the reimbursement package. The Program Manager will maintain an Action Tracker spreadsheet to manage corrective actions and an improvement plan.
- 17.4 Documentation Retention** All deployment documentation; receipts, invoices, evaluation forms, 214's, injury reports, rosters, and Activation/Demobilization Orders, are to be turned in to the Grant Manager. Once the After-Action report and the reimbursement package are completed all documents will be placed in storage following the NE-TF1 City of Lincoln retention policy. Deployment documents retained for 50 years.
- 17.5 Reimbursement Package Submission** the Grant Manager will gather all deployment receipts; re-supply and equipment purchase invoices and GDLP documentation needed to complete the Equipment Cost Summary worksheet. Once completed all receipts, invoices, and payroll documentation will be scanned for electronic submission. The submission will be reviewed by the Program Manager and once approved the Grant Manager will submit the reimbursement package to the Program Office for reimbursement. Packages can be submitted via email to Shu-Ahn Li if under

10mb. If over 10mb they are to be submitted through the LMS system. Readiness CA expenditures and payments are tracked and reconciled by the Grant Manager.

G:\Shareddrives\Administration\FINANCE\Deployment Reimbursement\Response CA Tracking

- 17.6 Response Cooperative Agreement Tracking** FEMA issues US&R Response Cooperative Agreements every five years. All response advances or reimbursements during the five years following it being issued are attributed to that cooperative agreement. Each time the task force receives response funding, an amendment is made to the Response Cooperative Agreement and an “Assistance Award/Amendment” document with a new amendment number should be received with every deposit made into that account. The Grant Manager will track these amendments in a spreadsheet (see location under 18.5).

## **17.7 Related Documents and Forms**

- AAR Template:

G:\Shared drives\Administration\Management\Manuals\Admin Manuals\Admin Manual

- Reimbursement Worksheets:

G:\Shared drives\Administration\FINANCE\Deployment Reimbursement\RiembPkg