

# NE-TF1 Google Drive and Logistics Forms

Jamie Bray  
NE-TF1 Logistics Manager

# Computer Kit

- Logistics Team Manager has 1 Pelican Case Kit that withholds a laptop, hotspot, printer, and other necessities to complete clerical responsibilities before, during, and after deployment.
- Assigned laptop has all needed software to complete forms.
- Do not loan hotspot to other members unless directed to by TFL
  - Provide password sparingly as too much data transfer can hinder work



# Google Drive

- Access is provided on LTM computer and other Manager's computers
- It is strongly recommended to save all work to the Google Drive and not to the desktop or anywhere locally on a laptop
  - Multiple servers backup data saved on Google Drive
  - Access to files are shared amongst all authorized personnel
  - If laptop is damaged or stolen completed work will not be lost
- Save all documents in Logistics folder unless directed otherwise
  - Google Drive (G:) > Shared drives > Deployment > Unnamed Incident > Logistics

# Activation

- IST POA/MOB Specialist will provide location (staging or ICP) and POC to each team upon activation in Activation Order
  - POA - Point of Arrival
  - ICP - Incident Command Post
  - MOB - Mobilization Center
  - POC - Point of Contact
- Advise IST POA/MOB Specialist of your arrival

A blue arrow points from the text "Advise IST POA/MOB Specialist of your arrival" to this Activation Order Form.

**Federal Emergency Management Agency**  
National Urban Search & Rescue Response System  
**Action Order Form**  
#: 2021-0102  
**ACTIVATION ORDER**

Within one hour of distribution a Task Force Representative or Deputy Task Force Representative must reply with the Sponsoring Agency's acceptance or refusal of this Order to the NRCC ESF #9 Desk by email or phone (contact info provided in Section V).

**I. Event Information:**

1) Event name:	<b>Tropical Cyclone Ida</b>		
2) Event description:	Tropical Cyclone Ida is forecast to impact the Gulf Coast states.		
3) Action requestor:	<input type="checkbox"/> NRCC	<input checked="" type="checkbox"/> RRCC	<input type="checkbox"/> RVI
4) RRF # requesting this action:	UNK		
5) Other US&R resources involved in this event:	Activated: Region VI - White IST, type 1 (TX-TF1, MO-TF1), type 3 (IN-TF1, OH-TF1, NE-TF1, VA-TF2, MD-TF1); Region IV - type 1 (FL-TF2), type 3 (FL-TF1). Alerted: type 1 (PA-TF1); type 3 (NJ-TF1, CO-TF1)		

Further information can be obtained from the US&R Branch or from NRCC ESF #9 Desk.

**II. Resource Information:**

1) US&R resource requested:	<b>NE-TF1, Lincoln Urban Search &amp; Rescue Task Force</b>		
2) US&R resource type:	<b>US&amp;R Task Force - Type 3</b>	3) # of personnel approved:	35
4) # of Ground Support Personnel (GSP) approved:	10		
5) Order effective date & time:	8/27/21 11:30 AM	6) Time Zone:	EDT
Ensure compliance w/current medical team certification guidance.			

**No additional positions, personnel or equipment are to be included in this response without written approval from the US&R Branch.**

**III. Destination Information:**

1) Method of travel:	<b>Ground</b>	2) Arrival date & time no later than (NLT):	<b>Soonest</b>	3) Time Zone:	EDT
4) Destination name:	England Air Park				
5) Address:	1100 Frank Andrews Blvd				
City:	Alexandria	State:	LA	Zip:	71303
6) Destination POC:	Brian Tomlin		7) POC Phone:	(303) 842-8892	

All task force vehicles utilized for this response must comply with the System's current convoy standard.

**IV. Instructions / Authorizations:**

# Administrative Tasks Prior to Departure

- Logistics IST requests the following information upon activation sent in single email to: [logsist@gmail.com](mailto:logsist@gmail.com)
  - Deploying Logistics Managers contact information
    - Name, email, cell number
    - Download Telegram and Life360 on phone LTM will be using
    - Single POC where all paperwork will be sent from
      - Name, [logs@netf1.org](mailto:logs@netf1.org), cell number
  - Single email with 18-002, 18-015, 18-004
- A first impression with Logs IST can be formed from the first hours of a deployment
- Build a positive relationship by completing your expectations expediently
- Logs IST wants you to succeed, they just need the ability to contact you and a paper trail

# Administrative Tasks Prior to Departure

## 18-002 Activation Order

Federal Emergency Management Agency						
National Urban Search & Rescue Response System						
Action Order Form	# 2021-0102					
<b>ACTIVATION ORDER</b>						
Within one hour of distribution a Task Force Representative or Deputy Task Force Representative must reply with the Sponsoring Agency's acceptance or refusal of this Order to the NRCC/ESF #9 Desk by email or phone (contact info provided in Section V).						
<b>I. Event Information:</b>						
1) Event Name:	Tropical Cyclone Ida					
2) Event Description:	Tropical Cyclone Ida is forecast to impact the Gulf Coast states.					
3) USAR resource requested:	NRCC, ESF #9					
4) NRCC #9 resource requested:	40, RIF #9 provides this entire LNUK					
5) Other USAR resource requested:	Region V - White I-91, MO-TF1, type 3 (N-J-TF1, OH-TF1, NE-TF1, VA-TF2, MD-TF1), Region IV - type 3 (FL-TF2), type 1 (PA-TF1), type 3 (NJ-TF1, CO-TF1)					
Further information can be obtained from the USAR Branch or from NRCC/ESF #9 Desk.						
<b>II. USAR Information:</b>						
1) USAR resource requested:	NE-TF1, Lincoln Urban Search & Rescue Task Force					
2) USAR Task Force - Type 3	3) If personnel approved:	35	4) If General Support:	10		
5) Order effective date & time:	8/27/21 11:30 AM	6) Time Zone:	EDT	7) Ensure compliance w/current medical team certification guidance		
No addition to positions, personnel or equipment are to be included in this response without written approval from the USAR Branch.						
<b>III. Destination Information:</b>						
1) Method of travel:	Ground	2) Arrival date & time no later than (NLT):	Soonest	3) Time Zone:	EDT	
4) Destination name:	Lincoln, NE	5) Address:	NE Air Park	6) Zip:		
7) 1100 Frank Andrews Blvd		8) Alexandria, LA	701363	9) PO/Phone:	(303) 842-8892	
All task force vehicles utilized for this response must comply with the System's current convoy standard.						
<b>IV. Instructions / Authorizations:</b>						
For the above resources, the resource identified above is being ACTIVATED to support FEMA ESF #9 search and rescue activities. Staffing of the resource will be as specified above using the appropriate organizational chart. With acceptance of this Order, in addition to the cost of pharmaceuticals identified on the current approved FEMA Equipment Cache List, authorization is provided for emergency procurement of equipment and supplies identified on the equipment cache list for the amount specified in the table below. The USAR Branch will be responsible for LNUK costs. The USAR Branch will be responsible for the cost of travel if the amount specified in the table below is exceeded. The USAR Branch is REQUIRED TO DEPART WITHIN FOUR HOURS OF TRAVELING BY GROUND OR SIX HOURS IF TRAVELING BY AIR, and departure delay must be reported immediately to the NRCC/ESF #9 Desk. Travel progress should be reported every two hours to the NRCC/ESF #9 Desk by email or phone (contact info provided in Section V).						
Prior to departing for a completed order (FEMA USAR Form 18-001) and Deployment Vehicle & Cache Manager Form 18-004) must be provided to the NRCC/ESF #9 Desk by email (contact info provided in Section V). Contact the NRCC/ESF #9 Desk to verify all paperwork requirements have been completed.						
10) Non-ESF activations:	Spending Limit:	\$0	Personnel Return Hours:	0	Carrie Rehab Hours:	0
The authorizations above are not to be exceeded without written approval from the USAR Branch.						
Reimbursement of salaries, benefits, backfill and other related costs for this mission will be in accordance with 44 CFR 208, the Response Cooperative Agreement, and the Memorandum of Agreement between FEMA and the Sponsoring Agency for your task force.						
<b>V. Contact Information:</b>						
NRCC/ESF #9 Desk - Email: <a href="mailto:NRCC-002-0001@fema.dhs.gov">NRCC-002-0001@fema.dhs.gov</a>		Phone: (202) 640-2449				
IRTF-E #9 Group Box: Ted Young		Phone: (303) 242-1003				
IRTF-E #9 Dep. Group Box: Mike Davis		Phone: (302) 826-5594				
IRTF Leader: Craig White		Phone: (901) 305-1102				
IRTF Leader: Craig White		Phone: (901) 305-1102				
IRTF Leader: Craig White		Phone: (901) 305-1102				
<b>VI. Special Instructions / Amendments:</b>						
All deployed personnel (accredited and unaccredited) shall undergo COVID-19 PCR testing. If the results are not available prior to travel, the individual(s) can deploy based on a negative antigen test pending PCR results. Please see attached USAR COVID-19 Temporary Guidance.						
<b>VII. FEMA Approval:</b>		<b>VIII. Task Force Sponsoring Agency Approval:</b>				
1) Signature: 		2) Signature: 				
Brad Thorell		The Task Force: <input checked="" type="checkbox"/> Accept this Order <input type="checkbox"/> Decline this Order				
Chief, USAR Operations Section		Title & TIN				
Any questions concerning this Order should be addressed to the NRCC/ESF #9 Desk.						

## 18-015 Passenger Manifest

U.S. Department of Homeland Security					
FEMA Urban Search & Rescue Response System					
Passenger Manifest					
1. Incident	2. Resource Type	3. People	4. Animals	5. Resource POC Name	6. POC Phone #
Tropical Cyclone Ida	NE-TF1, Type 3	42	2	Tamara Porrey	401-326-2710
2. Mission #/Call Sign					
3. Aircraft Type					
4. Aircraft ID					
5. Aircraft POE					
6. Date					
7. Immediate					
8. Name (Last, First, Middle)	9. SSN (Last 4)	10. D.O.B.	11. TIN (Last 4)	12. Baggage	13. Per Weight (lbs)
1. George, Helene	2. 1234567890	3. M	4. 1234567890	5. Checked	6. Carried-on Weight (lbs)
2. Sandra, Kyle					
3. Nancy, Terrell					
4. Harrison, Michael					
5. Betty, Marie					
6. Hazel, Todd					
7. Roger, Daniel					
8. Marshall, Robert					
9. Wilt, Bradley					
10. Karen, Steven					
11. Betsy, James					
12. Linda, Mitchell					
13. Klein, Terri					
14. Conner, Michael					
15. Scott, Kary					
16. Nellysia, Mele					
17. Wobie, Scott					
18. Morgan, Mark					
19. Kenny, Henry					
20. Sakeela, Shabell					
21. Linda, Linda					
22. Peppi, Brenda					
23. Trotter, Jr., Ron					
24. Morgan, Ryan					
25. Karen, Steve					
26. Michael, Ed					
27. Schaeffer, Mark					
28. MacDonald, Steve					
29. Ains, Todd					
30. Hattie, Linda					
31. Patti, Deborah					
32. Coggs, As May					
33. McLaughlin, Mickey					
34. Meyer, Matthew					
35. MacEachern, Kevin					
36. Lowenstein, Ryan					
37. Radford, Mark					
38. Spahr, Nathaniel					
39. Michael, Jeremy					
40. Wright, Michael					
41. Radford, Bryce					
42. Kaurer, Jason					
43. Kaurer, Jason					
44. Kaurer, Jason					
Total: D D D D					
Total weight (Weight of luggage): D					

## 18-004 Vehicle Inventory

U.S. Department of Homeland Security					
FEMA Urban Search & Rescue					
Deployment Vehicle Inventory					
TYPE I, 2 & 3 FLEET CONFIGURATION		VEHICLE INVENTORY		VEHICLE INFORMATION	
1. INCIDENT NAME / Task Force / Incident	2. DATE PREPARED:	3. DATE PREPARED:	4. Call / Set #:	5. POC Name	6. GVN
NE-TF1 / TIC IDA	27-August 2021	1700hrs			
U.S. Department of Homeland Security					
FEMA Urban Search & Rescue					
Deployment Vehicle Inventory					
TYPE I, 2 & 3 FLEET CONFIGURATION					
1. DESIGNATION	2. DESCRIPTION	3. LICENSE PLATE	4. VIN #	5. POC NAME	6. GVN
NEUSR1	Ford, Expedition, Max, AWD, 2021	24341	1FMK1717M4A1873	N/A	7220
NEUSR2	Suburban, Chevrolet, AWD, 2006	24342	1GNGK6165G209698	N/A	8600
NEUSR3	Pickup, Crew Cab, 4x4, Chevrolet	24733	1GCHK2U3SF890292	N/A	9200
NEUSR4	Pickup, Crew Cab, 4x4, Chevrolet	27774	1GCHK2U3SF89024	N/A	9200
NEUSR5	Truck, Freightliner, Columbia	24759	1FVACLY85H896455	N/A	35000
NEUSR6	Truck, Freightliner, Columbia	24760	1FVACLY45H896460	N/A	35000
NEUSR7	Tractor, Freightliner, Columbia	24767	1FVACLY45H896151	N/A	52000
NEUSR8	Tractor, Freightliner, Columbia	24768	1FVACLY45H896152	N/A	52000
NEUSR9	Trailer, Box, Water, 48 ft, Hollow	24764	1NPH4207B1045407	N/A	66000
NEUSR10	Trailer, Curtainside, 48 ft, Hollow	24765	1NPH4207B1045408	N/A	66000
NEUSR11	Mule, Kawasaki, 4 Passenger	N/A	JK1APFC107851079	N/A	2400
NEUSR12	Mule, Kawasaki, 4 Passenger	N/A	JK1APFC127851044	N/A	2400
NEUSR13	Trailer, Utility, D & K, 2006	29259	1D9U5A156C150047	N/A	3500
NEUSR14	Trailer, Utility, D & K, 2006	29274	1D9U5A147C160048	N/A	3500
NEUSR15	Trailer, Boat, Tandem	32237	198E1K2302CC8002	N/A	5250
NEUSR16	Trailer, Boat, Tandem	32238	198E1K2302CC8002	N/A	52000
NEUSR17	Trailer, Box, Dolly, 48 ft, 4000-52-13.5K	24763	1NPH4207B1045200	N/A	22000
NEUSR20	Ford, F-150, 2020	26121	1F7BAV1078508989	N/A	34000
NEUSR25	Ford, F-350, 2020	36125	1F7BAV1078508950	N/A	34000
NEUSR26	Tractor, Valve, D13	29668	4V4BNQJ2B9N96862	N/A	52000
NEUSR27	Pickup, Crew Cab, 4x4, Ford, F-350	32504	1F7BAV1078507617	N/A	34000
NEUSR28	Trailer, Lapid, Flat bed	29923	1LH9B01H4B1C18146	N/A	
NE-Boat1	Jon Boat, Water Rescue		WKG090X02121	N/A	
NE-Boat2	Jon Boat, Water Rescue		WKG09159A313	N/A	
NE-Boat3	Jon Boat, Water Rescue		WKG0937A313	N/A	
NE-Boat4	Jon Boat, Water Rescue		WKG0956A313	N/A	
NE-Boat5	Jon Boat, Water Rescue		WKG0975A313	N/A	
NE-Boat6	Zodiac, Boat, Water Rescue		8R-XMPC5880X717	N/A	
NE-Boat7	Base Power Generating Unit		NE	N/A	
NE-U&R	Dodge, Ram, 1500	24775	1D7HJU3B057984	N/A	
At time of deployment, add license plate & VIN# of any contracted vehicles: (Type I, 2 & Deployments Only)					
Designation	Description	License Plate	VIN #	POC Name	EVN
NE-B-1	33-33-Passenger Motor Coach,44				
NE-B-2	33-33-Passenger Motor Coach,44				
NE-B-3	33-33-Passenger Motor Coach,44				
NE-B-4	33-33-Passenger Motor Coach,44				
NE-B-5	33-33-Passenger Motor Coach,44				
NE-B-6	33-33-Passenger Motor Coach,44				
NE-B-7	33-33-Passenger Motor Coach,44				
NE-B-8	33-33-Passenger Motor Coach,44				
NE-B-9	33-33-Passenger Motor Coach,44				
NE-B-10	33-33-Passenger Motor Coach,44				
NE-B-11	33-33-Passenger Motor Coach,44				
NE-B-12	33-33-Passenger Motor Coach,44				
NE-B-13	33-33-Passenger Motor Coach,44				
NE-B-14	33-33-Passenger Motor Coach,44				
NE-B-15	33-33-Passenger Motor Coach,44				
PAGE: 1 of 1					
5. PREPARED BY: Todd Reed, NE-TF1 Cache Manager					
6. APPROVED BY: Brad Thorell, NE-TF1 Program Manager					

# Administrative Tasks Prior to Departure

- Keep POA/MOB and NRCC informed of your progress
  - Work with Plans to decide who will contact NRCC
- A first impression with Logs IST can be formed from the first hours of a deployment
- Build a positive relationship by completing your expectations expediently
  - Logs IST wants you to succeed, they just need the ability to contact you and a paper trail

# Email and File Naming Convention

- Send all forms while on deployment to [logsist@gmail.com](mailto:logsist@gmail.com)
- Each file shall be individually sent using the specific following naming convention in the email subject
  - Subject: Ida\_NE-TF1\_Type3\_18-015\_18-002\_18-004
  - Subject: Ida\_NE-TF1\_Type3\_19-006\_#1\_FFDL
- Each file sent shall be sent as an attachment in PDF form using the following naming convention
  - File Name: Ida\_NE-TF1\_Type3\_19-006\_#7\_Laundry
- Logs IST receives hundreds of these emails during a deployment, sending to their expectations makes their job easier which will in turn make your job easier

# Where to Find Forms

- Google Drive
  - Google Drive (G:) > Shared drives > Deployment > Unnamed Incident > Logistics
- [Responsesystem.org](http://Responsesystem.org)
  - Website with updated US&R system information
    - Program Directives
    - General Memorandums
    - Cache Lists
    - Forms
- [Responsesystem.org/doctrine](http://Responsesystem.org/doctrine)
  - 800 - US&R Finance
    - Updated Logistics Forms



# Forms used by Logistics

## ➤ Frequently Used

- ICS 213 General Message
- ICS 214 Activity Log
- FF 19-006 Request to Purchase
- FF 19-007 Lost & Damaged
- Meal Roster

## ➤ Less Common

- FF 18-015 Passenger Manifest
- FF 18-002 Activation Order
- FF 18-004 Vehicle Inventory
- ICS 212 Vehicle Inspection
- FF 119-7-1-1 Lost & Damaged
- FF 119-7-1-2 Property Transfer

# New/Replaced Forms

## **19-006 / 143**

- FEMA US&R Form 19-006 has replaced FEMA Form 143-0-1
- 19-006 - Request to Purchase Supplies, Equipment, and Services
  - Contains fields more appropriate for US&R system resources and applicable signature blocks

## **19-007 / 119**

- FEMA US&R Form 19-007 has replaced FEMA Form 119-7-1-1
- 19-007 - Damaged or Lost Equipment Reporting / Report of Survey
  - Contains fields more appropriate for US&R system resources and applicable signature blocks

# First 24 Hours and After

- All 19-006 forms are estimates only, these are requests prior to purchase!
- First 19-006 (Request to Purchase) should be sent for Food, Fuel, DEF, and Lodging
  - Use 14 day estimated deployment at POA for calculation
  - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
    - Enter Zip Code of POA to calculate food and lodging
      - Food is M&I per person per day
      - Lodging is based on double occupancy with no members of opposite sex sleeping in same room
- Keep POA/MOB and NRCC informed of progress and any significant issues which may cause delay to reporting location

# Receipts

- No receipts should be sent with any forms during deployment, these are still required to be gathered and scanned but not sent in with 19-006 and 19-007 forms
- Fuel Receipts
  - Work in conjunction with NE Finance member to determine who will be collecting receipts
  - Have vehicles write Vehicle ID (NE-5) and mileage on receipt
  - Only fill with bulk DEF as packaged DEF will be denied for reimbursement
  - Easiest to assign 1 or 2 ground support or logistics personnel to collect from all vehicles from each fuel stop (big rigs / small fleet)
    - If outside printer does not work, go inside to get reprint (saves work later)

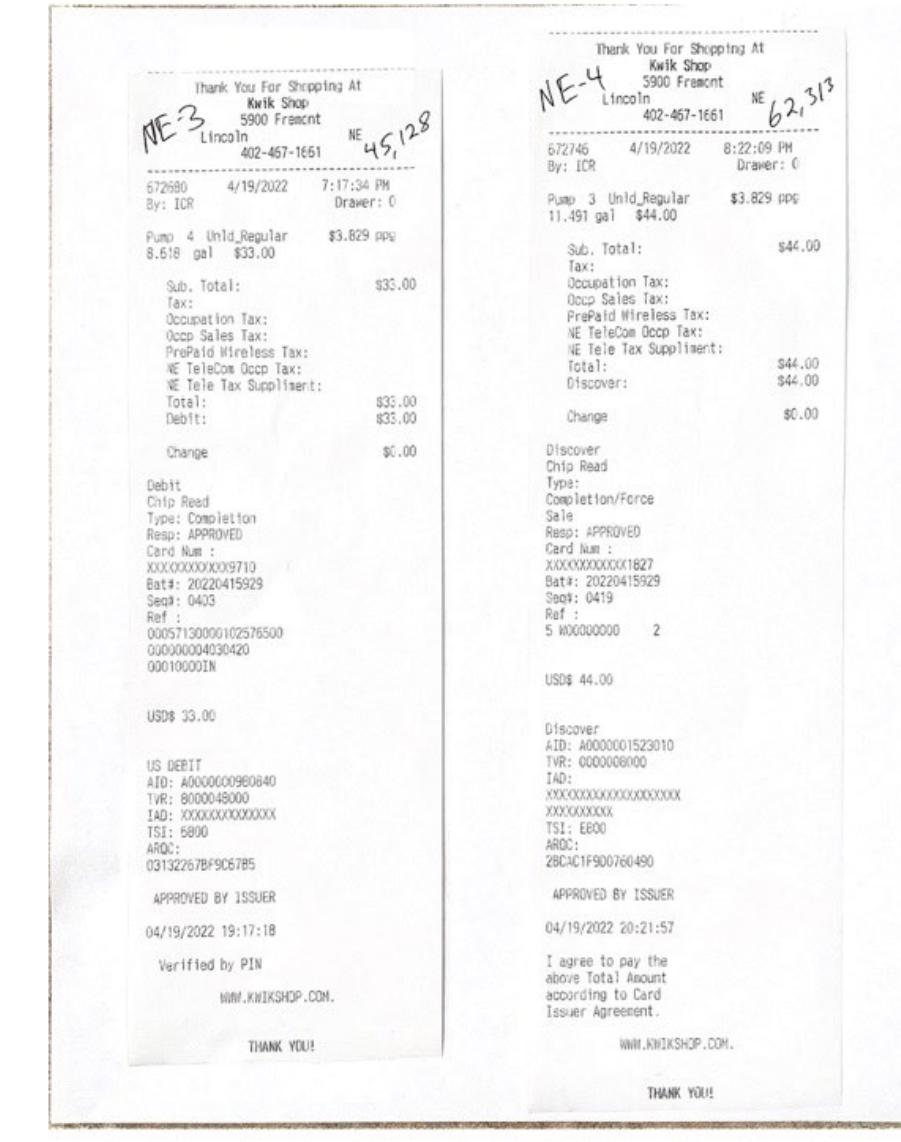
# Receipts

## ➤ Food Receipts

➤ Collect food receipt that has detailed meals/items included on receipt, not just a total charge

➤ Organize and store hard copy receipts systematically

➤ Scan by using Sonim phone to drop into Google Drive file



# What requires 19-006?

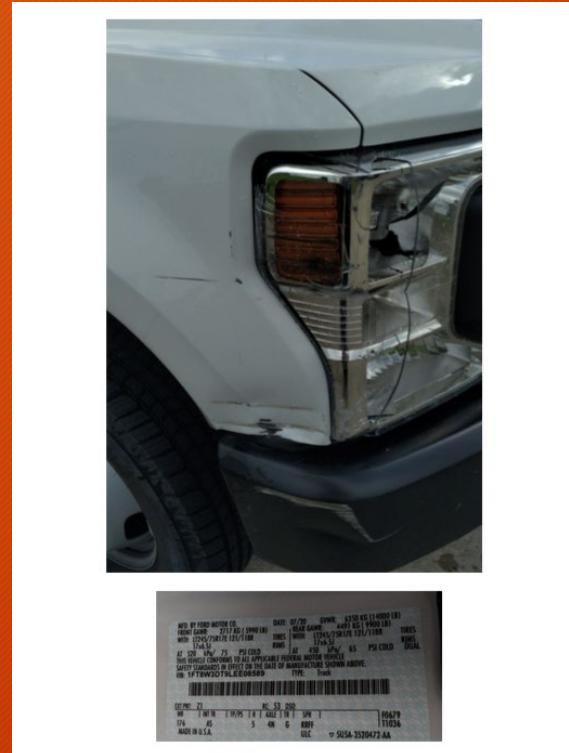
- N95 Mask
- Antigen Test
- MREs & Water
- Hand Sanitizer
- Sleeping Bag Laundering
- Clothes Laundering (Service vs DIY)
- Tire Repair
- Vehicle Repairs
- Ice
- Tolls
- Food, Fuel, DEF, Lodging
- Bug Spray, Sunscreen
- Printer Cartridges, Paper
- Radwatch Reading
- Vehicle Decontamination
- Electrolytes
- Any Broken/Stolen/Lost Items

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY US&R REQUEST TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES							1. DATE PREPARED 4/17/2022			
Page 1 of 1										
2. ITEM NO.	FEMA Number	3. DESCRIPTION OF REQUEST (Include make, model, part/stock no., service, author/publisher, freight, etc. as applicable)			4. QUANTITY	5. UNIT OF MEASURE	6. ESTIMATED UNIT COST	7. TOTAL ESTIMATED COST		
1		Type 3, 42 personnel, food (3 meals and incidental expenses per day) for 14 days to Alexandria, LA 71303 (42 x 14 = 588)			588	person	\$ 66.00	\$ 38,808.00		
2		Type 3, 42 personnel, fuel (gasoline, diesel, DEF) for 15 vehicles to Alexandria, LA 71303			1	trip	\$ 10,000.00	\$ 10,000.00		
3		Type 3, 42 personnel, lodging (22 rooms with double occupancy) for 14 days to Alexandria, LA 71303 (22 x 14 = 308)			308	room	\$ 99.00	\$ 30,492.00		
4								\$ -		
8. PRIORITY (Check One)			LIFESAVING	UFE SUSTAINING	HIGH	MEDIUM	LOW	7a. Sub-Total This Page	\$ 79,300.00	
9. ADDITIONAL INFORMATION (Enter additional information in "Other" below and/or attach mandatory requirements, SOW, sources, etc. - supplemental forms, bids/quotes.) Include contact information for potential vendor(s) and other pertinent information.								7b. Estimated Grand Total Including Continuation From Block 7a on Page 2	\$ 79,300.00	
Additional Info Attached		Potential Source(s) / Vendor(s)		Restaurants, fuel stations, and hotels along route traveled and at incident will be used.						
Incident Name : Tropical Storm Ida / NE-TF1 (Type 3)		9a. Other								
10. DETAILED JUSTIFICATION (Attach separate sheet if required) Food/fuel/lodging needed for personnel and vehicles to travel to incident, work in field, and travel back home to Lincoln, NE using per diem rates for food/lodging and historical fuel consumption estimates for a 14 day deployment to Alexandria, LA 71303.										
11. Date Item/Service Required		12. Phone # of Requestor 402-326-2733		13. Requestor Full Name and Signature Jamie L Bray / Logistics Team Manager			14. Requestor Task Force Identifier NE-TF1 (Type 3)			
<b>IN ACCORDANCE WITH FEMA MANUAL 119-7-1, ALL ITEMS CONSIDERED ACCOUNTABLE PROPERTY WILL BE PROCESSED BY THE LOCAL APO PRIOR TO ISSUANCE.</b>										
15. Deliver To		15a. Recipient's Name Jamie L Bray / Logistics Team Manager		15b. Recipient's Address and E-Mail Address 901 W. Bond St., Ste. #140, Lincoln, NE 68521 / logs@netf1.org			15c. Recipient's Phone No. 402-326-2733			
16. IST Logistics Section Chief Review Date Signature of IST Logistics Section Chief		17. IST Leader Review Date Signature of IST Leader			18. ESF #9 Group Supervisor Approval Date Signature of ESF #9 Group Supervisor					
Print Name of IST Logistics Section Chief			Print Name of IST Leader			Print Name of ESF #9 Group Supervisor				
<b>FOR LOGISTICS/ORDERING UNIT USE ONLY</b>										
19. Date/Time 19-006 Received		20. Received By		21. Reference #s (ARF, MA, Deployment Unit, etc.)			22. Reference #s (ARF, MA, Deployment Unit, etc.)			
22. Estimated Delivery Date / Time		23. Logistics Order Tracking Number (LOTN):			24. Control Number:					

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY US&R REQUEST TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES							1. DATE PREPARED 4/17/2022	
TYPE OR PRINT ALL ENTRIES LEGIBLY								
Page 1 of 1								
2. ITEM NO.	FEMA Number	3. DESCRIPTION OF REQUEST (Include make, model, part/stock no., service, author/publisher, freight, etc. as applicable)			4. QUANTITY	5. UNIT OF MEASURE	6. ESTIMATED UNIT COST	7. TOTAL ESTIMATED COST
1	LG-0106.00	MRE (Meals Ready To Eat, Fire-Eaters, Freeze Dried Food or equivalent), 12/case, Long Life Foods, Sopacko, Wormicke, FEMA Item No.LB-0105.00			7	each	\$ 137.99	\$ 965.93
2	LA-0104.00	Water, bottled, 12-16 oz size, for individual use , FEMA Item No.LA-0104.00			20	case	\$ 1.50	\$ 30.00
3							\$	-
4							\$	-
8. PRIORITY (Check One)   LIFESAVING   LIFE SUSTAINING   HIGH   MEDIUM   LOW							7a. Sub-Total This Page	\$ 995.93
9. ADDITIONAL INFORMATION (Enter additional information in "Other" below and/or attach mandatory requirements, SOW, sources, etc. - supplemental forms, bids/quotes.) Include contact information for potential vendor(s) and other pertinent information.							7b. Estimated Grand Total Including Continuation From Block 7a on Page 2	\$ 995.93
Additional Info Attached		Potential Source(s) / Vendor(s)		Logs IST				
Incident Name : Tropical Cyclone Ida / NE-TF1 (Type 3)		9a. Other						
10. DETAILED JUSTIFICATION (Attach separate sheet if required) After relocation on 4/16/2022 food sources were unavailable due to power outages throughout staging and work areas. MREs were eaten by 42 task force personnel for lunch on 4/16/2022 and 42 for lunch on 4/17/2022. Hydration by all members has only been use by bottled water due to traveling and possibly contaminated water sources.								
11. Date Item/Service Required April 18, 2022		12. Phone # of Requestor 402-326-2733		13. Requestor Full Name and Signature Jamie L Bray / Logistics Team Manager		14. Requestor Task Force Identifier NE-TF1 (Type 3)		
<b>IN ACCORDANCE WITH FEMA MANUAL 119-7-1, ALL ITEMS CONSIDERED ACCOUNTABLE PROPERTY WILL BE PROCESSED BY THE LOCAL APO PRIOR TO ISSUANCE.</b>								
15. Deliver To		15a. Recipient's Name Jamie L Bray / Logistics Team Manager		15b. Recipient's Address and E-Mail Address Sugarland Shopping Center, 4550 LA-1, Raceland, LA 70394			15c. Recipient's Phone No. 402-326-2733	
16. IST Logistics Section Chief Review Date Signature of IST Logistics Section Chief		17. IST Leader Review Date Signature of IST Leader			18. ESF #9 Group Supervisor Approval Date Signature of ESF #9 Group Supervisor			
Print Name of IST Logistics Section Chief		Print Name of IST Leader			Print Name of ESF #9 Group Supervisor			
<b>FOR LOGISTICS/ORDERING UNIT USE ONLY</b>								
19. Date/Time 19-006 Received		20. Received By		21. Reference #s (ARF, MA, Deployment Unit, etc.)		22. Reference #s (ARF, MA, Deployment Unit, etc.)		
22. Estimated Delivery Date / Time		23. Logistics Order Tracking Number (LOTN):			24. Control Number:			

# Lost or Damaged Item - 19-007

- Anytime an item is lost or damaged there will need to be a 19-006, 19-007, and supporting documentation sent in same email
  - Supporting documentation may include:
    - Photographs
    - Police Report
    - Security Report
    - Accident Report
  - Depending on if property is FEMA asset or purchased under cooperative agreement funding a true 119-7-1-1 may still need to be completed (will be notified by IST)



DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY US&R REQUEST TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES							1. DATE PREPARED 4/17/2022	
Page 1 of 1								
2. ITEM NO.	FEMA Number	3. DESCRIPTION OF REQUEST (Include make, model, part/stock no., service, author/publisher, freight, etc. as applicable)			4. QUANTITY	5. UNIT OF MEASURE	6. ESTIMATED UNIT COST	7. TOTAL ESTIMATED COST
1	LG-0106.00	Light, Helmet, battery powered, intrinsically safe w/ spare bulbs, Princeton Tec, Model EOS II, FEMA Item No. LG-0106.00 NE-TF1 Item No. 91715209			1	each	\$ 137.99	\$ 137.99
2								\$ -
3								\$ -
4								\$ -
8. PRIORITY (Check One) <input type="checkbox"/> LIFESAVING <input type="checkbox"/> LIFE SUSTAINING <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> LOW							7a. Sub-Total This Page	\$ 137.99
9. ADDITIONAL INFORMATION (Enter additional information in "Other" below and/or attach mandatory requirements, SOW, sources, etc. - supplemental forms, bids/quotes.) Include contact information for potential vendor(s) and other pertinent information. ✓ Additional Info Attached							7b. Estimated Grand Total Including Continuation From Block 7a on Page 2	\$ 137.99
Incident Name : Tropical Storm Ida / NE-TF1 (Type 3)		9a. Other						
10. DETAILED JUSTIFICATION (Attach separate sheet if required) While loading equipment onto vehicle from base camp in Lafayette, LA, task force member Joe Richter's helmet slipped out of carrying bag and landed on helmet breaking helmet light. Attached is a form 19-007 with photos of the broken helmet light.								
11. Date Item/Service Required		12. Phone # of Requestor 402-326-2733		13. Requestor Full Name and Signature Jamie L Bray / Logistics Team Manager		14. Requestor Task Force Identifier NE-TF1 (Type 3)		
<b>IN ACCORDANCE WITH FEMA MANUAL 119-7-1, ALL ITEMS CONSIDERED ACCOUNTABLE PROPERTY WILL BE PROCESSED BY THE LOCAL APO PRIOR TO ISSUANCE.</b>								
15. Deliver To		15a. Recipient's Name		15b. Recipient's Address and E-Mail Address			15c. Recipient's Phone No.	
16. IST Logistics Section Chief Review Date Signature of IST Logistics Section Chief		17. IST Leader Review Date Signature of IST Leader		18. ESF #9 Group Supervisor Approval Date Signature of ESF #9 Group Supervisor				
Print Name of IST Logistics Section Chief		Print Name of IST Leader		Print Name of ESF #9 Group Supervisor				
<b>FOR LOGISTICS/ORDERING UNIT USE ONLY</b>								
19. Date/Time 19-006 Received		20. Received By		21. Reference #s (ARF, MA, Deployment Unit, etc.)		22. Reference #s (ARF, MA, Deployment Unit, etc.)		
22. Estimated Delivery Date / Time		23. Logistics Order Tracking Number (LOTN):		24. Control Number:				

<b>FEMA National US&amp;R Response System US&amp;R Damaged or Lost Equipment Reporting</b>		1 DATE PREPARED 4/17/2022	2 ASSOCIATED 19-006 NUMBER Ida_NE-TF1_Type3_19-006_#6_Helmet Light
3. TYPE OF PROPERTY  Helmet Light		4 INCIDENT NAME AND LOCATION  Ida / Lafayette, LA	
5. BARCODE & SERIAL NUMBER	6. NOMENCLATURE AND PART NUMBER	7. QUANTITY	8. UNIT PRICE
FEMA Item No.JG-0106.00 NE-TF1 Item No. 91715209	Light, Helmet, battery powered, intrinsically safe w/ spare bulbs, Princeton Tec, Model EOS II	1	\$ 137.99
9. TOTAL \$ 137.99			
10. DATE AND CIRCUMSTANCES OF LOSS, THEFT, DAMAGE OR DESTRUCTION (with attachments, as needed. To be completed by custodian of the property when the incident occurred.)			
<p>While loading equipment onto vehicle from base camp in Lafayette, LA, task force member Joe Richter's helmet slipped out of carrying bag and landed on helmet breaking helmet light. Attached is a form 19-006 and a photo of the broken helmet light.</p>			
11. INDIVIDUAL PROVIDING ABOVE STATEMENT PRINTED/TYPED NAME, TASK FORCE AND SIGNATURE Joe Richter / NE-TF1 (Type 3)		12. DATE 4/17/2022	
13. ANY WITNESS OF DAMAGE/LOSS PRINTED/TYPED NAME, TASK FORCE AND SIGNATURE		14. DATE	
15. DOES THE DAMAGED OR MISSING PROPERTY HAVE A FEMA BAR CODE OR ACCOUNTABLE PROPERTY? <input type="checkbox"/> NO			
<input checked="" type="checkbox"/> YES, A COPY OF ALL DOCUMENTS NEED TO BE SENT TO THE FEMA ACCOUNTABLE PROPERTY OFFICER FOR REVIEW			
16. 1ST LOGISTICS SECTION CHIEF RECOMMENDATION (Check One) <input type="checkbox"/> RECOMMEND NO FURTHER ACTION. CLAIM ACCEPTED		ADDITIONAL DOCUMENTATION NEEDED	
17. 1ST LOGISTICS SECTION CHIEF PRINTED/TYPED NAME AND SIGNATURE		18. DATE	
19. DECISION OF FEMA ESF #9 GROUP SUPERVISOR (Check One)  CONCUR WITH 1ST RECOMMENDATION      RECOMMEND DENIAL OF CLAIM  RECOMMEND FURTHER DOCUMENTATION      DOCUMENT NOT COMPLETE (Details Attached) RETURN TO TASK FORCE			
20. FEMA ESF #9 GROUP SUPERVISOR - PRINTED/TYPED NAME AND SIGNATURE		21. DATE	



# Meals

- Meals and Incidentals rate is per person per day based on team's physical location
  - <https://www.gsa.gov/travel/plan-book/per-diem-rates>
  - Logs IST is not interested in how we spend the money, our team gets the per diem and that's it (still spend responsibly as an audit can still reveal detailed spending)
  - Total per day can be used for meals (breakfast, lunch, dinner) and incidentals
    - Tip of 20% or less is acceptable as long as it fits within per diem
    - If MREs are eaten for a meal it must be removed from that day's meal per diem amount
  - One meal could be replaced for food from store one day to purchase snacks/coffee/paper goods
    - Snack foods are not reimbursable as a separate 19-006, however if included in per diem it is
  - If we buy a few cheaper meals, our budget will allow for a nicer meal at the end
  - It's our job to keep track of our team's spending and make sure the team stays on budget for our per diem
    - NE Finance member may assist

# Meal Roster

- Required at all meals
  - MRE's
  - Restaurant
  - Store Bought Meal
- Used for accountability purposes
- Each member eating a meal needs to sign roster
  - Easiest to have one person collect signatures for each meal
- No outside agency, unless expressly written by IST, may eat our meals
  - If IST grants written permission then those individuals must sign meal roster
  - Force Protection

## NE-TF1 Meal Roster

Event: <u>Tropical Cyclone Ida</u>	Meal: _____		
Date: _____	Restaurant: _____		
Location: _____	Total Meals Consumed: _____		
Name:	Signature	Name:	Signature
1 Jim Bopp	46		
2 Kyle Sabotka	47		
3 Brad Witte	48		
4 Ed Mlinek	49		
5 Kerry Scott	50		
6 Hien Nguyen	51		
7 Steve Swan	52		
8 Amanda Benson	53		
9 Robert Fox	54		
10 Ashley Engler	55		
11 Mickey McLaughlin	56		
12 Justin Henkel	57		
13 Scott Wiebe	58		
14 Matt Meyer	59		
15 Steve Brown	60		
16 Brad Sellentin	61		
17 Barry Knopik	62		
18 Kevin Meschede	63		
19 Ryan Loewenstein	64		
20 Brady Papik	65		
21 Ron Trouba	66		
22 Mark Majors	67		
23 Mark Bridwell	68		
24 Nate Spath	69		
25 Ryan Murphy	70		
26 Todd Reed	71		
27 Tim Klein	72		
28 Mark Schroeder	73		
29 Steve MacDonald	74		
30 Nic Cunningham	75		
31 Mitch Hendrichs	76		
32 Marcus Benjamin	77		
33 Jeremy Mitchell	78		
34 Brian Wojtasek	79		
35 Jamie Bray	80		
36 Adam Marshall	81		
37 Bryce Brandt	82		
38 Dan Ripley	83		
39 Tod Allen	84		
40 Justin Kumer	85		
41 Harrison Gaman	86		
42 Tamara Forney	87		
43	88		
44	89		
45	90		

# ICS 214 Activity Log

- Should be submitted daily to record activities by each discipline
- Time period will be dictated by Plans Manager
- If completing for Logistics, also include Ground Support Team

# When/Where to get help/feedback?

- Forms *i* Series (instructions)
  - 19-006*i*, 19-007*i*
- Other task force members
  - NE or other team's logistics personnel
  - Other team's members are happy to help and it builds relationships
- Check email daily and have phone on you
  - Logs IST are swamped with paperwork, if they reach out to you it's because they are trying to help you or need something fixed before they can help you
- Powerpoint & Job Aid
  - May add to Google Drive if interest and approved by Admin

# When/Where to get help/feedback?

- Daily logistics briefing
- After Logs IST is operational there will be a daily logistics conference call
  - Call takes place at 1300 EST
  - Important information is discussed during this call and gives you opportunity to ask questions
  - Unless operations prevent you from attending you should be on this call
- Conference Call
  - Phone Number: 800-320-4330 Pin: 156724
  - Mute yourself immediately after dialing in, there could be 30 or so people on call
  - Logistics briefing, roll call/questions