

# 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

		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:		<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.					
<b>II. Resource Information:</b>					
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:	<b>35</b>
				4) # of Ground Support Personnel (GSP) approved:	<b>10</b>
5) Order effective date & time:		<b>8/27/21 11:30 AM</b>		6) Time Zone:	<b>EDT</b>
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.					
<b>III. Destination Information:</b>					
1) Method of travel:		<b>Ground</b>		2) Arrival date & time no later than (NLT):	<b>Soonest</b>
				3) Time Zone:	<b>EDT</b>
4) Destination name:		<b>England Air Park</b>			
5) Address:		<b>1100 Frank Andrews Blvd</b>			
City:		<b>Alexandria</b>		State:	<b>LA</b>
				Zip:	<b>71303</b>
6) Destination POC:		<b>Brian Tomlin</b>		7) POC Phone:	<b>(303) 842-8892</b>
All task force vehicles utilized for this response must comply with the System's current convoy standard.					
<b>IV. Instructions / Authorizations:</b>					



# 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

## 18-015 Passenger Manifest

## 18-004 Vehicle Inventory

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 VI).	
<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) Action requested NRCC	4) Other USAR resources activated NRCC, Region IV, Type 1 (PL-TF1), Type 2 (PL-TF2), Type 3 (PL-TF3), Type 4 (PL-TF4), Type 5 (PL-TF5), Type 6 (PL-TF6), Type 7 (PL-TF7), Type 8 (PL-TF8), Type 9 (PL-TF9), Type 10 (PL-TF10), Type 11 (PL-TF11), Type 12 (PL-TF12), Type 13 (PL-TF13), Type 14 (PL-TF14), Type 15 (PL-TF15), Type 16 (PL-TF16), Type 17 (PL-TF17), Type 18 (PL-TF18), Type 19 (PL-TF19), Type 20 (PL-TF20), Type 21 (PL-TF21), Type 22 (PL-TF22), Type 23 (PL-TF23), Type 24 (PL-TF24), Type 25 (PL-TF25), Type 26 (PL-TF26), Type 27 (PL-TF27), Type 28 (PL-TF28), Type 29 (PL-TF29), Type 30 (PL-TF30), Type 31 (PL-TF31), Type 32 (PL-TF32), Type 33 (PL-TF33), Type 34 (PL-TF34), Type 35 (PL-TF35), Type 36 (PL-TF36), Type 37 (PL-TF37), Type 38 (PL-TF38), Type 39 (PL-TF39), Type 40 (PL-TF40), Type 41 (PL-TF41), Type 42 (PL-TF42), Type 43 (PL-TF43), Type 44 (PL-TF44), Type 45 (PL-TF45), Type 46 (PL-TF46), Type 47 (PL-TF47), Type 48 (PL-TF48), Type 49 (PL-TF49), Type 50 (PL-TF50), Type 51 (PL-TF51), Type 52 (PL-TF52), Type 53 (PL-TF53), Type 54 (PL-TF54), Type 55 (PL-TF55), Type 56 (PL-TF56), Type 57 (PL-TF57), Type 58 (PL-TF58), Type 59 (PL-TF59), Type 60 (PL-TF60), Type 61 (PL-TF61), Type 62 (PL-TF62), Type 63 (PL-TF63), Type 64 (PL-TF64), Type 65 (PL-TF65), Type 66 (PL-TF66), Type 67 (PL-TF67), Type 68 (PL-TF68), Type 69 (PL-TF69), Type 70 (PL-TF70), Type 71 (PL-TF71), Type 72 (PL-TF72), Type 73 (PL-TF73), Type 74 (PL-TF74), Type 75 (PL-TF75), Type 76 (PL-TF76), Type 77 (PL-TF77), Type 78 (PL-TF78), Type 79 (PL-TF79), Type 80 (PL-TF80), Type 81 (PL-TF81), Type 82 (PL-TF82), Type 83 (PL-TF83), Type 84 (PL-TF84), Type 85 (PL-TF85), Type 86 (PL-TF86), Type 87 (PL-TF87), Type 88 (PL-TF88), Type 89 (PL-TF89), Type 90 (PL-TF90), Type 91 (PL-TF91), Type 92 (PL-TF92), Type 93 (PL-TF93), Type 94 (PL-TF94), Type 95 (PL-TF95), Type 96 (PL-TF96), Type 97 (PL-TF97), Type 98 (PL-TF98), Type 99 (PL-TF99), Type 100 (PL-TF100)
Further information can be obtained from the USAR Branch or from NRCC ESF #9 Desk.	
<b>II. Resource Information:</b>	
1) USAR resource requested USAR Task Force - Type 3	2) USAR resource type Type 3
3) Order effective date & time 8/27/21 11:30 AM	4) Time zone EDT
No additional personnel, equipment 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 England Air Park
5) Address 1100 Frank Andrews Blvd	6) City Alexandria
7) State VA	8) Zip 22304
9) Distribution POC Brian Tomlin	10) POC 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>	
1) Order instructions Per the Action Requestor, 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 personnel and equipment 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 not to exceed the amount specified below. UNLESS DIRECTED TO HOLD IN PLACE, UPON RECEIVING THIS ORDER, THE RESOURCE IS REQUIRED TO DEPART WITHIN FOUR HOURS IF TRAVELING BY GROUND OR SIX HOURS IF TRAVELING BY AIR, any 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 VI).	
Prior to departure a completed order FEMA USAR Form 18-001 and Deployment Vehicle & Contact List (FEMA USAR Form 18-004) must be provided to the NRCC ESF #9 Desk by email (contact info provided in Section VI). Contact the NRCC ESF #9 Desk to verify that all paperwork requirements have been completed.	
2) Specific authorizations Spending Limits: \$0	Personnel Retaliations: 0
3) Other authorizations The authorizations above are not to be exceeded without written approval from the USAR Branch.	4) Other authorizations Reimbursement of salaries, benefits, benefits and other related costs for this mission will be in accordance with 44 CFR 206, 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 fema-esf9@fema.dhs.gov	Phone (202) 646-2449
NRCC ESF #9 Desk - Phone (202) 646-2449	Phone (202) 646-2449
NRCC ESF #9 Desk - Fax (202) 646-5994	Phone (202) 646-5994
NRCC ESF #9 Desk - Email esf9@fema.dhs.gov	Phone (202) 646-5994
NRCC ESF #9 Desk - Email esf9@fema.dhs.gov	Phone (202) 646-5994
<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 individuals can deploy based on a negative antigen test pending PCR results. Please see attached USAR COVID-19 Temporary Guidance.	
<b>VII. FEMA Approval:</b>	
1) Signature [Signature]	2) Signature [Signature]
3) Title Chief, USAR Operations Section	4) Title Task Force Representative
Any questions concerning this Order should be addressed to the NRCC ESF #9 Desk.	

U.S. Department of Homeland Security FEMA National Urban Search & Rescue Response System Passenger Manifest	
1. Incident Tropical Cyclone Ida	
2. Resource Type NE-TF1 Type 3	3. People 42
4. Resource POC Name Tammie Pomeroy	5. Resource POC Phone (402) 326-2735
6. Resource POC Email t.pomeroy@fema.dhs.gov	7. Resource POC Fax (402) 326-2735
8. Resource POC Address 1000 G Street, NE Washington, DC 20002	
9. Resource POC City Washington, DC	
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# 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](https://www.responsesystem.org)
  - Website with updated US&R system information
    - Program Directives
    - General Memorandums
    - Cache Lists
    - Forms
- [Responsesystem.org/doctrine](https://www.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 <b>US&amp;R REQUEST TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES</b>						<b>1. DATE PREPARED</b> 4/17/2022	
TYPE OR PRINT ALL ENTRIES LEGIBLY <span style="float: right;">Page 1 of 1</span>							
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) <input type="checkbox"/> LIFESAVING <input type="checkbox"/> LIFE SUSTAINING <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> 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	13. Requestor Full Name and Signature		14. Requestor Task Force Identifier		
		402-326-2733	Jamie L. Bray / Logistics Team Manager		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.	
		Jamie L. Bray / Logistics Team Manager	901 W. Bond St., Ste. #140, Lincoln, NE 68521 / logs@netf1.org			402-326-2733	
16. IST Logistics Section Chief Review Date			17. IST Leader Review Date		18. ESF #9 Group Supervisor Approval Date		
Signature of IST Logistics Section Chief			Signature of IST Leader		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.)		21. 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 <b>US&amp;R REQUEST TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES</b>						<b>1. DATE PREPARED</b> 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, Wornicke, 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) <div> <input type="checkbox"/> LIFESAVING <input type="checkbox"/> LIFE SUSTAINING <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW </div>				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 Cydome 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)	
IN ACCORDANCE WITH FEMA MANUAL 119-7-1, ALL ITEMS CONSIDERED ACCOUNTABLE PROPERTY WILL BE PROCESSED BY THE LOCAL APO PRIOR TO ISSUANCE.							
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	
FOR LOGISTICS/ORDERING UNIT USE ONLY							
19. Date/Time 19-006 Received		20. Received By		21. Reference #s (ARF, MA, Deployment Unit, etc.)		21. Reference #s (ARF, MA, Deployment Unit, etc.)	
22. Estimated Delivery Date / Time		23. Logistics Order Tracking Number (LORN):			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 <b>US&amp;R REQUEST TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES</b> TYPE OR PRINT ALL ENTRIES LEGIBLY						<b>1. DATE PREPARED</b> 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.					7b. Estimated Grand Total Including Continuation From Block 7a on Page 2    \$ 137.99	
<input checked="" type="checkbox"/> Additional Info Attached		Potential Source(s) / Vendor(s)	Will fulfill at home through finance department's purchasing agreement			
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.)		21. Reference #s (ARF, MA, Deployment Unit, etc.)	
22. Estimated Delivery Date / Time		23. Logistics Order Tracking Number (LOTN):			24. Control Number:	





# 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: Tropical Cyclone Ida

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	



- 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

[illegible]

# 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