



**Homeland
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**ODP Information Bulletin
No. 147 January 19, 2004**

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Directors

FROM: C. Suzanne Mencer
Executive Director

SUBJECT: Guidance for Critical Infrastructure Warning Network (CWIN) User Training Costs

The U.S. Department of Homeland Security (DHS) wishes to announce to State Homeland Security Advisors the availability of a new network initiative designed to improve awareness and early identification of threats to critical infrastructure, called CWIN. CWIN is currently being deployed to all State Emergency Operations Centers (EOCs) and will be used during national emergencies to restore key services. To facilitate training on and use of CWIN, the department would like to encourage all CWIN users to attend the available user conference and training seminars offered in February of 2005. In support of this training initiative, the Office for Domestic Preparedness (ODP) is expanding allowable training-related costs under FY 2005 Homeland Security Grant Program (HSGP) and FY 2005 Urban Areas Security Initiative (UASI) program guidance for costs associated with the attendance of State and local employees at this DHS-sponsored CWIN User Training Seminar. Allowable training-related costs include travel, overtime, and backfill costs to replace personnel who are attending the DHS CWIN User Training.

The DHS CWIN User Training is recommended for current CWIN users, including:

- State Homeland Security Advisors and their staff who will be using CWIN
- State Emergency Managers and their staff who will be using CWIN

Travel costs for those attending the DHS CWIN User Training seminars, such as airfare, mileage, per diem, and hotel, are allowable as expenses and must be in accordance with State law as highlighted in the Office of Justice Programs (OJP) Financial Guide. States must also follow State regulations regarding travel. If a State or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the OJP Financial Guide. For further information on federal law pertaining to travel costs please refer to www.ojp.usdoj.gov/FinGuide.

As mentioned previously in the memo, overtime and backfill costs are allowable under this initiative. Payment of overtime expenses will be for work performed in excess of the established work week (usually 40 hours). These costs are allowed only to the extent the payment for such services is in



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accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable.

For further information on the CWIN seminar, please contact Mr. Kevin Piekarski, CWIN Program Manager, ICD. Kevin.Piekarski@dhs.gov

If you have any questions or for further information, please contact your ODP Preparedness Officer or the ODP Helpline at (800) 368-6498.