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Inspection  
Service

2009

# **APHIS**

# **Emergency Mobilization**

# **Guide**

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## **CHAPTER 10—OBJECTIVES, POLICY, AND SCOPE OF OPERATIONS**

### **10 Mission, Purpose, and Design**

The principal mission of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) is to protect the health and value of U.S. agriculture and natural resources. To carry out its mission, APHIS works with other Federal agencies, Congress, States, Tribes, foreign governments, agricultural interests, and the general public.

The purpose of the APHIS Emergency Mobilization Guide is to facilitate the cost effective and timely coordination of resources needed to successfully respond to a range of agricultural health and homeland security emergencies by identifying standard procedures to guide the operation of multi-organizational support activity.

This guide is designed to accommodate amendments and will be retained as current material until amended. Supplemental guides will be developed as needed. Appropriate arrangements may be negotiated with unions representing bargaining units covered by the APHIS Emergency Mobilization Guide.

### **10.1 Organizational Elements**

#### **APHIS**

Congress has provided APHIS with the legal authorities and resources needed to carry out its roles and responsibilities. Key laws include the Animal Health Protection Act, Animal Welfare Act, Plant Protection Act, and the Public Health Security and Bioterrorism Preparedness and Response Act.

Congress annually appropriates funds for APHIS' emergency preparedness and response activities. In addition, APHIS often receives funding from other sources, such as Congressional supplemental appropriations and transfers from the Commodity Credit Corporation (CCC). Depending on the situation, APHIS may pool these Federal resources with those of other emergency response jurisdictions to optimize response effectiveness.

APHIS employs more than 8,500 personnel organized in six program units, three support units, and the Office of the Administrator to effectively and efficiently manage resources and carry out the Agency's authorities and responsibilities. Program units include Animal Care (AC), Biotechnology Regulatory Services (BRS), International Services (IS), Plant Protection and Quarantine (PPQ), Veterinary Services (VS), and Wildlife Services (WS). Support units include Legislative and Public Affairs (LPA), Marketing and Regulatory Programs Business Services (MRPBS), and Policy and Program Development (PPD).

## **Emergency Management Leadership Council (EMLC)**

To ensure emergency preparedness and oversight for emergency response, the APHIS Administrator established the EMLC, which is made up of national- and regional-level policy managers. EMLC responsibilities include the following:

- Determining when total mobility is needed to respond to an incident and requesting approval from the APHIS Administrator;
- Setting assignment priorities for all APHIS units;
- Initiating a national or international Response Coordination Team (RCT) to coordinate the response to a specific agricultural health emergency (regional EMLC members may also appoint an RCT at the APHIS regional office);
- Serving as APHIS' Multiagency Coordination (MAC) Group for an incident, unless the EMLC transfers this responsibility to a MAC Group for a specific incident;
- Notifying MRPBS' Emergency Management, Safety, and Security Division (EMSSD) of emergency situations and the possible need for assistance and guidance;
- Working closely with MRPBS, EMSSD to ensure adequate support for National Response Framework (NRF), Emergency Support Function (ESF) #11 (Agriculture and Natural Resources) activations; and,
- Working closely with the APHIS lead program unit at headquarters and in the two regional offices to coordinate an appropriate response.

Regional offices will approve the use of regional Emergency Operations Centers (EOCs) and keep the EMLC informed of regional developments.

### **APHIS Lead Program Unit**

An APHIS program unit is designated to lead the response to emergencies that occur under the established APHIS authorities. This designation is based on the program unit's mission responsibility and the nature of the incident. For incidents related to U.S. agriculture, PPQ serves as the lead program unit for plant health incidents, and VS serves as the lead program unit for animal health incidents.

In some instances, AC, BRS, or WS may serve as the lead program unit for incidents under their mission areas. For some international agricultural incidents, IS may serve as the lead program unit and will coordinate closely with VS, PPQ, or BRS, their stakeholder industries, as well as foreign counterpart agencies. (Stakeholder is a term used to describe cooperators, industries, nongovernmental entities, or other groups that share a mutual interest with APHIS in safeguarding agricultural health.)

The designated APHIS lead program unit is responsible for developing and implementing a response and recovery strategy for agricultural health incidents and determining appropriate resource requirements.



## **Incident Command**

APHIS uses the Incident Command System (ICS) to adapt to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

Upon evaluation of an event or incident, the lead program unit will determine if an Incident Commander (IC) is needed to manage the incident. If established, the IC or the Unified Command (UC) is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. These responsibilities remain with the IC until they are assigned to another individual.

The Incident Command includes the IC, Command Staff, and General Staff. Command Staff positions may include the public information officer (PIO), safety officer, and liaison officer, in addition to various others, as required and assigned by the IC. General Staff includes operations, planning, logistics, and finance/administrative responsibilities. When the operations, planning, logistics, or finance/administrative responsibilities are established as separate functions under the IC, they are managed by a section chief and can be supported by other functional units.

The Incident Command and its General Staff's responsibilities include the following:

- Providing response direction;
- Coordinating effective communication;
- Coordinating resources;
- Establishing incident priorities;
- Developing incident objectives and approving response strategies;
- Assigning objectives to the response structure;
- Reviewing and approving Incident Action Plans (IAPs);
- Ensuring integration of response organizations into the ICS;
- Establishing protocols;
- Ensuring worker/public health and safety; and,
- Informing the media.

More information regarding ICS can be found on the National Incident Management System (NIMS) Web site:

<http://www.nimsonline.com/>

## **APHIS, MRPBS, EMSSD, Emergency Management and Homeland Security Branch**

APHIS is also expected to play a role in a wide variety of emergency incidents that are designated as all-hazards. These incidents may or may not be related to outbreaks of pests and diseases threatening agricultural production and trade. All-hazards/ESF #11 planning, preparation, and response activities are coordinated through the collective efforts of the APHIS national ESF #11 coordinator, the 2 APHIS ESF #11 headquarters liaison officers, the 2 APHIS ESF #11 regional emergency program managers, and the 10 APHIS ESF #11 coordinators serving in the 10 U.S.

Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) regions. The APHIS national ESF #11 coordinator serves as the overall USDA ESF #11 coordinator, and in this capacity, also coordinates ESF #11 readiness and response activities with the national points of contact for USDA's Food and Nutrition Service (FNS) and Food Safety and Inspection Service (FSIS), and the U.S. Department of the Interior (DOI), as well as other entities as appropriate.

### **10.2 Authorities**

APHIS is provided legal authorities under the following laws:

- Animal Health Protection Act,
- Animal Welfare Act,
- Plant Protection Act, and
- Public Health Security and Bioterrorism Preparedness and Response Act.

NIMS: APHIS is also required by Homeland Security Presidential Directive (HSPD) 5: Management of Domestic Incidents to adopt the NIMS and to use it in individual domestic incident management; emergency prevention, preparedness, response, recovery, and mitigation programs and activities; as well as in support of all actions taken to assist State, local, or Tribal entities.

NRF: APHIS is expected to respond to "normal" agricultural and natural resources health threats and zoonotic disease outbreaks. The NRF and HSPD-10: Biodefense in the 21st Century added new responsibilities related to a wide variety of emergency incidents that are considered all-hazards and not necessarily related to outbreaks of pests and diseases threatening agricultural production and trade.

### **10.3 Total Mobility**

APHIS is an emergency response agency. The scope and severity of an incident will determine APHIS' level of response and resource requirements. Incidents may require full participation and coordination among many different Federal and State agencies, including APHIS, and may or may not be related to an agricultural health issue.

In any case, if the incident requires a large scale response and/or specialized resources, the EMLC, through consultation with the lead program unit, will

recommend to the APHIS Administrator that total mobility be declared. Under these circumstances, all Agency employees may be asked or madatorily assigned to participate in rotating temporary duty (TDY) assignments to support agricultural health or all-hazards emergencies regardless of program/support unit affiliation or geographic location.

This may require irregular working hours, including overtime, and may include duties other than those specified in an employee's official position description. Some emergency program support assignments might be performed at the employee's current duty station. In other cases, employees may be asked or mandated to mobilize to a TDY station. In addition, it may be necessary for employees to participate in multiple rotations to an assignment.

#### **10.4 Emergency Response Types**

The APHIS lead program unit will use a three-tiered system of emergency response types to communicate within APHIS the resource requirements for an event or incident.

Level III is a response to an event or incident that is under evaluation by the lead program unit to determine the scope and severity of the situation or is a response that requires limited resources. In either case, enough resources (Federal, State, local-hire personnel) are available within the area/State to staff the evaluation or initial response. The lead program unit will report all Level III responses to the EMLC to alert other APHIS units that a larger response may be needed.

Level II is a response to an event or incident that requires resources beyond an area's/State's resource capacity, but is within the lead program unit's resource base. An Incident Command Post (ICP) is established and additional resources are requested through the APHIS dispatch process. If qualified volunteers are insufficient to meet the response needs, the lead program unit may require mandatory assignments from within the unit, except for those who have an approved exemption (see Section 10.6, Exemptions). Requests for additional resources from outside the lead program unit are not necessary for a Level II response. However, volunteers from outside the lead program unit will be considered for assignment if they (1) wish to be considered for assignment, (2) have supervisory approval, and (3) have the necessary qualifications for the position requested.

Level I is a response to an event or incident that requires resources and/or expertise beyond the lead program unit's capacity. In many cases, Level I emergencies will be of national significance. If qualified resources within the lead program unit are insufficient to meet the response needs, the unit will make a request through the EMLC to the APHIS Administrator to declare total mobility. Upon approval, the lead program unit will be authorized to request resources, APHIS-wide, through established dispatch channels. If qualified volunteers are insufficient, mandatory assignments will be necessary.

#### **10.5 Employee Availability**

Participation in emergency response operations offers opportunities for employees to gain valuable experience from within and outside of their areas of expertise. APHIS

is part of the NIMS and uses ICS training programs to prepare employees to follow emergency response procedures and protocols. APHIS provides training opportunities that include on-the-job training, shadow assignments, online training, and classroom-based training to meet the minimum qualification standards as established in the APHIS Emergency Qualifications System (EQS) Guide to perform work at an emergency. In some cases, emergency work will have little or no similarity to work an employee performs at their home station. Because emergency work provides opportunities to expand knowledge and gain experience for career enhancement, employees are encouraged to volunteer for these assignments.

To extend the opportunity to all employees, APHIS' first line of resource availability for an emergency response is through the use of qualified volunteers. This is the most desired method of availability since volunteers are motivated and committed to meeting the objectives of the emergency response. Most emergencies in APHIS are handled through the use of qualified volunteers.

If the volunteer list becomes depleted, mandatory assignments to an incident will be necessary. Through the declaration of total mobility, all APHIS employees are considered available for a mandatory assignment unless they obtain an approved exemption (see Section 10.6, Exemptions).

APHIS dispatchers will use the automated Resource Ordering and Status System (ROSS) and its associated standard operating procedures to track the status of resources for all incidents. Employee availability status will be managed in accordance with APHIS policy established by the EMLC as outlined in a decision memorandum signed December 4, 2007.

### **10.6 Exemptions**

Despite the importance of mandatory assignments to an emergency incident, APHIS personnel, under certain circumstances, may be excused from an assignment. Reasons for being excused from a detail include serious medical condition/illness, serious personal obligations/hardships, or other work that is determined to be of a higher priority. Reasonable consideration will be given to any employee seeking to be excused from a detail assignment. All exemption requests must be approved by the employee's deputy administrator or designated official. Exemption requests will be reviewed in consultation with the servicing employee relations specialist. The employee will be notified of approval or disapproval of the request.

#### **Criteria For Review of Request**

A. For a serious medical condition/illness:

The employee must have their physician provide a narrative statement (based on a review of current medical records) in response to each item listed below:

- Nature, severity, and duration of impairment (expected date of full or partial recovery, and how long employee will need to be hospitalized);
- Activity or activities that the employee's impairment limits; and,

- Extent to which the impairment limits the employee's ability to perform the duties of their position.

B. For serious personal obligations/hardships:

The employee must submit a detailed narrative explaining the nature of the obligations/hardships and provide any supporting documentation.

If the personal obligation involves the health of a family member, the employee must provide a narrative statement from the family member's physician. The physician's statement must address the nature and severity of the family member's illness. The statement must also specifically address the employee's need to care for the family member. If a spouse or other family member cannot provide the care, this should be explained in detail.

If the personal obligation involves the care of a family member (i.e., elderly parent, child, etc.), the employee must provide a narrative statement explaining other options explored and why these options are not viable. Additionally, the employee must provide supporting documentation for the options explored and any responses from those sources. Leaving a family member or child for an extended period is a hardship for all individuals so any exceptions that may be considered will need to be based on very unusual circumstances.

C. For other work assignments that are of a higher priority:

Rarely will other work assignments be of higher priority than an emergency response situation, particularly with a Level I emergency response requiring total mobility. In this regard, the employee's deputy administrator or designated official will make a final determination.

### **10.7 Selection**

Resource requirements to respond are determined by the Incident Command and its General Staff. This includes determining the type of resources/expertise needed and the total number of personnel for each resource type.

The Logistics Unit at the ICP, if established, or the incident contact forwards resource requests for eastern region-originating events to the eastern region Dispatch Coordinating Center (DCC) and resource requests for western region-originating events to the western region DCC. The dispatcher for the contacted DCC contacts the lead program unit point of contact (POC) and relays the request. The POC identifies qualified personnel for specific positions/locations and relays the information back to the dispatcher. The POC informs the identified employee that they are being dispatched and shares the nature and location of their assignment. The POC also provides the employee with the contact information for the dispatcher. The employee is responsible for making their own travel arrangements and for contacting the dispatcher to inform them of their travel plans. The dispatcher fills the resource order, documents approval, sends a copy of the resource order to the employee, and informs the Logistics Unit or incident contact.

If the POC determines there are no personnel available, the POC will inform the dispatcher, after which the dispatcher will coordinate with the POC and Logistics Unit or incident contact to determine if there is a comparable AgHealth position and skill set that could be used or if the request should be sent to other APHIS programs within the region. If it is determined that the request should be forwarded, then the dispatcher will send the request to other APHIS programs' POCs.

If resources are not available within the region, the dispatcher will coordinate with the lead program unit POC and the Logistics Unit or incident contact to determine if the request should be placed with the alternate regional DCC. The program unit POC will contact regional personnel to discuss sending the resource order to that region's DCC. If the alternate regional DCC can fill the request, its dispatcher will obtain travel information from the employee, fill the pending request, document conversations, inform the host dispatcher that the request was filled, and send the employee their resource order. The host dispatcher will inform the Logistics Unit or incident contact that the request has been filled and share the resource's travel plans.

If resources are not available at either regional DCC, the dispatcher will coordinate with the program unit POC and the Logistics Unit or incident contact to determine how to proceed.

If the resource request is for a national resource, the request will be sent to the national DCC. The national DCC will follow the same protocols as an alternate regional DCC when filling a request.

The host DCC is the main point of contact for resource coordination for the incident. All information related to resource requests, resource mobilization, or resource demobilization must flow through the host DCC.

Other factors such as mission priorities, cost, and impact on home work unit will also be taken into consideration when making a final selection to ensure other APHIS priorities are addressed.

### **10.8 Priorities**

When competition for resources occurs between incidents in one APHIS geographic region, the APHIS lead program unit's regional office, in coordination with regional EMLC members, will establish priorities for the incidents and report them to the EMLC.

When competition for agricultural health resources occurs among APHIS regional DCCs, the EMLC or its designated APHIS MAC Group will establish national priorities and develop resource deployment plans.

In setting national and regional priorities and developing resource deployment plans, several criteria will be considered, including the following:

- Maintaining the ability to respond to additional potential incidents involving agricultural bioterrorism, invasive species, diseases of wildlife and livestock, and conflicts between humans and wildlife;



- Limiting costs without compromising safety;
- Maintaining mission critical task capability for ongoing APHIS program operations; and,
- Supporting NRF/FEMA ESF #11 Mission Assignment (MA) tasking.

Deployment plans will specify the priority for dispatching resources to respond to an emergency based on the aforementioned criteria and the scope and severity of the incident as determined by the EMLC through consultation with affected program and support units.

### **10.9 Cooperative Programs**

Many APHIS programs are cooperative programs that are funded through a combination of Federal, State, and private funding mechanisms. Most State and private entities prohibit the use of their funds for purposes not stated in the cooperative agreement. Employees whose positions fall under this scenario should remain unavailable in ROSS until alternative funding arrangements can be made.

In addition, APHIS has entered into various cooperative agreements and memoranda of understanding with Federal, State, and private entities that outline requirements for the deployment of external resources in advance of an incident. See Chapter 40– Cooperation for more information regarding these arrangements.

## **11 Scope of Operations**

### **11.1 General**

APHIS response actions depend on the nature and scope of the emergency event.

#### **Outbreaks of Pests or Diseases Threatening Agricultural Production and Trade**

APHIS' traditional role has been to provide Federal leadership and resources to manage outbreaks of pests or diseases threatening agricultural production and trade. These outbreaks range from single incidents in one State (peach fruit fly), to multiple incidents occurring in one APHIS region (exotic Newcastle disease), to other countries' outbreaks that directly threaten the United States (Mediterranean fruit fly in Mexico and hog cholera in the Dominican Republic and Haiti).

#### **Other Agricultural Health Situations**

APHIS' protection responsibilities have expanded to include other agriculture-related industries. For example, several incidents involving the unintentional release of genetically modified grain into the environment have threatened grain exports from the entire United States.

### **Threats to Natural Resources**

APHIS' mission has expanded to include protecting natural resources, like wildlife and forests, from disease or pest outbreaks. Examples include responding to chronic wasting disease in deer and elk and introductions of the Asian longhorned beetle and emerald ash borer in hardwood trees.

### **Threats to Public Health**

Some of the agricultural and natural resources health threats are also human health threats (zoonotic diseases). Some important examples include West Nile virus in birds, rabies in wildlife, and highly pathogenic avian influenza (HPAI H5N1) in wild birds and poultry.

### **Agricultural Terrorism**

Although APHIS is expected to respond to routine agricultural and natural resources health threats and zoonotic disease outbreaks, the NRF and HSPD-10 added new responsibilities related to agricultural terrorism and other major agricultural health disasters that threaten the entire U.S. economy. One bioterrorism scenario is the intentional introduction of foot-and-mouth disease in multiple locations around the country.

### **All-Hazards Incidents**

APHIS is also expected to play a role in a wide variety of emergency incidents which are designated as all-hazards. These incidents may or may not be related to outbreaks of pests and diseases threatening agricultural production and trade. When DHS FEMA activates ESF #11, APHIS will participate in coordination activities and may participate in response activities including, but not limited to, providing technical assistance and subject matter expertise regarding pet evacuations and sheltering, coordinating activities associated with the disposal of animal carcasses, and facilitating grain shipments.

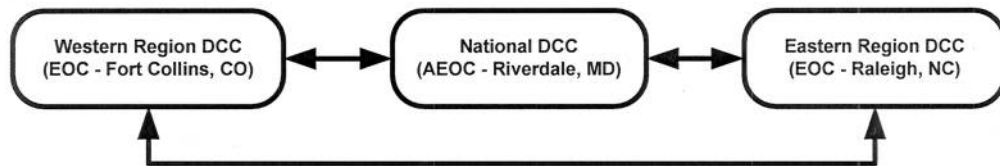
## **12 Resource Mobilization and Demobilization**

APHIS has established three DCCs to mobilize resources to, and demobilize resources from, an incident. These are located in the APHIS Emergency Operations Center (AEOC) and regional EOCs.

- National DCC in Riverdale, Maryland;
- Western region DCC in Fort Collins, Colorado; and,
- Eastern region DCC in Raleigh, North Carolina.



## Resource Mobilization: DCCs



The EMLC is responsible for the following:

- Ensuring that all APHIS units and cooperating agencies appropriately implement the total mobility policy during an emergency response; and,
- Ensuring that safety policies in APHIS' Safety and Health Manual are followed by all APHIS responders working at an emergency site.

The APHIS lead program unit and the IC(s) in the field are responsible for the following:

- Using locally available resources to fill as many positions as possible at the incident before requesting resources from the regional or national DCCs;
- Following resource mobilization policies set by the EMLC or designated MAC Group;
- Relaying all necessary information to the host dispatcher to enable them to create an incident in ROSS;
- Keeping the host DCC informed of all local APHIS resources working on the incident with up-to-date mob and demob information; and,
- Ensuring that safety policies in APHIS' Safety and Health Manual are followed by all APHIS responders.

MRPBS, EMSSD, Emergency Preparedness Branch is responsible for the following:

- Documenting standard dispatch operating procedures in this guide, including maintaining standard operating procedures for employee safety and health during an emergency response (see Chapter 20—Administrative Procedures);
- Setting up expanded DCCs at the regional and national EOCs, as requested by the lead program unit and the EMLC;
- Ensuring that dispatchers at the AEOC and regional EOCs, as well as local ICs, have updated lists of personnel medically cleared and fit-tested for equipment to safely respond to the emergency;

- Ensuring that APHIS has adequate numbers of trained dispatchers and dispatch supervisors to work in the national and regional DCCs;
- Maintaining an agreement with the National Wildfire Coordinating Group (NWCG) to request ROSS trainers and dispatchers to help the APHIS dispatchers use ROSS during an incident; and,
- Ensuring that the dispatchers at each DCC receive accounting codes to ensure proper payment for all personnel and supplies deployed to an incident.

All APHIS program and support units are responsible for:

- Ensuring that supervisors adhere to the total mobility policy and follow standard procedures set forth in this guide; and,
- Keeping State, Federally recognized Tribes, and international cooperators apprised of response activities as appropriate.

### **12.1 Reporting for Duty**

Upon selection, the employee will be notified of the assignment and will receive a resource order from the dispatcher. The employee is responsible for making their own travel arrangements and providing this information to the dispatcher. After providing travel information to the dispatcher, the employee will receive their ROSS resource order, which will include the “O” number, duty location, financial codes, reporting instructions, special needs, and travel dates.

Depending on the nature of the incident, an employee may be required to report for duty within 24 hours of notification, particularly during the early rapid response phase. The length of time between notification and the reporting date is at the discretion of the lead program unit and the Incident Command and its General Staff. All efforts will be made to allow the employee ample time to take care of personal business before being required to report for duty.

### **12.2 Duty Location**

The duty location is established by the Incident Command and its General Staff and is subject to change over the course of the assignment depending on program needs.

### **12.3 Length of Assignment and Extensions**

The scope and severity of the incident and the health and safety of employees are two primary factors in determining the length of assignment. The Incident Command and its General Staff along with the lead program unit will make this determination on a case-by-case basis. As a general policy, the standard length of an emergency assignment is 21 calendar days (excluding travel), with an extension of up to 7 additional days for a total of 28 calendar days. In some cases, a minimum 28-day assignment will be required. Extensions beyond 28 days must be approved through the Incident Command and its General Staff, the lead program unit, and the employee’s home station supervisor.

## **12.4 Work Schedule and Rest Policy**

The Incident Command and its General Staff will establish daily work schedules for all employees at the incident. This includes all necessary shifts, approved overtime, and weekend schedules. When preparing schedules, the Incident Command and its General Staff are expected to keep the health and safety of employees as the highest priority and must manage work and rest periods, assignment duration, and length of shifts.

Every manager and supervisor has the critical responsibility to ensure employees are given the proper amount of time off for rest. This means being aware of employees who have long shifts or who may be exhibiting physical and mental signs of stress.

For employees assigned on a continuous basis for 21 calendar days, a minimum of 1 unpaid day off is mandatory midway through the TDY assignment. If an employee is assigned for 28 calendar days or more, a minimum of 2 unpaid days off must be taken each 28-calendar-day period.

Incident supervisors have the discretionary authority to require an individual to take more unpaid days off, if needed, or to order work to be done on the individual's scheduled day off if workload warrants it.

These are minimum guidelines that can be adjusted with the approval of the Incident Command and its General Staff.

## **12.5 Demobilization**

Upon completion of the assignment, employees must go through the checkout process with the Incident Planning Section or, if not established, their incident contact before departing. Checkout includes returning all assigned equipment (cell phones, radios, GPS units, computers, etc.), supplies, and vehicle, if one was assigned.

Checkout includes completion of an ICS-225, Incident Personnel Performance Rating form by the employee's incident supervisor, and an ICS-221, Demobilization Checkout form. The ICS-225 will be used to document completion of the assignment, apply credit to the EQS record, and for award consideration. The original will be kept for incident files. One copy will be given to the employee, and another copy will be sent to the employee's home station supervisor. Demobilization and travel information will be relayed to the host dispatcher before the employee leaves the incident.

## **12.6 Return Assignment**

Major incidents may require one or multiple return assignments or rotations. Return assignments are usually for specialized resources and skills that are in short supply. As a general policy, an employee can expect to return to their home duty station for at least the same length of time they were on the emergency assignment. For example, if the employee was on detail for 21 calendar days, they can expect to return home for a minimum of 21 calendar days before the next rotation. As with all emergency response operations, this is a general policy that is subject to change based on the severity and scope of the emergency.

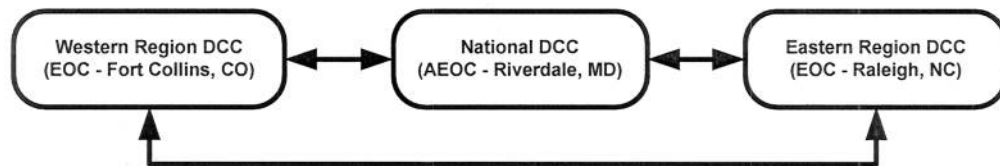
## CHAPTER 20—ADMINISTRATIVE PROCEDURES

### 20 Ordering Channels

#### 20.1 DCCs

There are three DCCs (see Section 12, Resource Mobilization and Demobilization). Each has been assigned specific APHIS units for which it will serve as the home DCC. The DCCs work closely with the lead program unit(s) and the Incident Command to process resource requests and to track resources assigned to incidents.

#### Resource Mobilization: DCCs



The DCCs use the automated ROSS and its standard operating procedures to track the status of resources at all incidents and to dispatch resources when needed for larger incidents.

Eastern and western DCCs have full-time dispatchers to manage the dispatch function for their respective regions. The national DCC has one full-time ROSS program manager who also manages the dispatch function for national resources. Additional APHIS dispatchers may be called in to assist any of the three DCCs when workload exceeds capacity.

#### 20.2 National DCC

The national DCC is located in Riverdale, Maryland, and is housed in the AEOC. The national DCC has dispatch responsibility for personnel working in the Office of the Administrator; the APHIS headquarters offices of AC, BRS, IS, LPA, MRPBS, PPD, PPQ, VS, and WS; and the national laboratories and centers, including the Center for Plant Health Science and Technology, the Center for Veterinary Biologics, the Centers for Epidemiology and Animal Health, the National Veterinary Services Laboratories, and the National Wildlife Research Center. The national DCC also has dispatch responsibility for personnel who respond under the National Wildlife Disease Program's Surveillance and Emergency Response System (SERS) and the National Animal Health Emergency Response Corps.

#### 20.3 Regional DCCs

The eastern region DCC is located in Raleigh, North Carolina, and services the eastern region offices of AC, MRPBS, PPQ, VS, and WS located in Raleigh and the subordinate offices located in the eastern region States.

The western region DCC is located in Fort Collins, Colorado, and services the western region offices of AC, MRPBS, PPQ, VS, and WS located in Fort Collins and the subordinate offices located in the western region States.

## **21 Ordering Procedures**

### **21.1 General**

The lead program unit coordinates incident response at the national and/or regional levels, depending on the scope of the incident. The national program coordinator and regional director will work with State and Federal program managers at field locations to establish ICPs and fill incident needs from local sources when possible. Local overhead includes local temporary hires, State personnel, and local APHIS employees. When incident needs cannot be met locally, requests for additional resources will be sent to the eastern or western regional DCC depending on whether the incident is in the eastern or western region.

### **21.2 Single Region Dispatch Coordination**

When an incident is established, the regional DCC in the affected region will be designated as the host DCC for the incident. The host DCC will coordinate all requests for resources with the lead program and either the Incident Logistics Unit or incident contact. The Logistics Unit or incident contact forwards resource requests for eastern region-originating events to the eastern region DCC and resources requests for western region-originating events to the western region DCC. The dispatcher contacts the lead program unit POC and relays information from the resource request. The POC identifies qualified personnel for specific positions/location and relays the information back to the dispatcher. The POC informs the identified employee that they are being dispatched and shares the nature and location of the assignment. The POC also provides the employee with the contact information for the dispatcher. The dispatched resource is responsible for making their own travel arrangements and for contacting the dispatcher to inform them of their travel plans. The dispatcher fills the resource order, documents approval, sends a copy of the resource order to the employee, and informs the Logistics Unit or incident contact.

If the POC determines there are no personnel available, the dispatcher will coordinate with the POC and Logistics Unit or incident contact to determine if there is a comparable AgHealth position and skill set that could be used or if the request should be sent to other APHIS programs within the region. If it is determined that the request should be forwarded, then the dispatcher will send the request to other APHIS program POCs.

### **21.3 Multiple Region Dispatch Coordination**

If resources are not available within a region, the dispatcher will coordinate with the lead program unit POC and the Logistics Unit or incident contact to determine if the request should be placed with the alternate regional DCC. The lead program unit POC will contact personnel at the alternate region to discuss sending the resource order to their DCC. If the alternate region DCC can fill the request, they will obtain travel information from the employee, fill the pending request, document

conversations, inform the host DCC that the request was filled, and send the employee their resource order. The host dispatcher will inform the Logistics Unit or incident contact that the request has been filled and share the resource's travel plans.

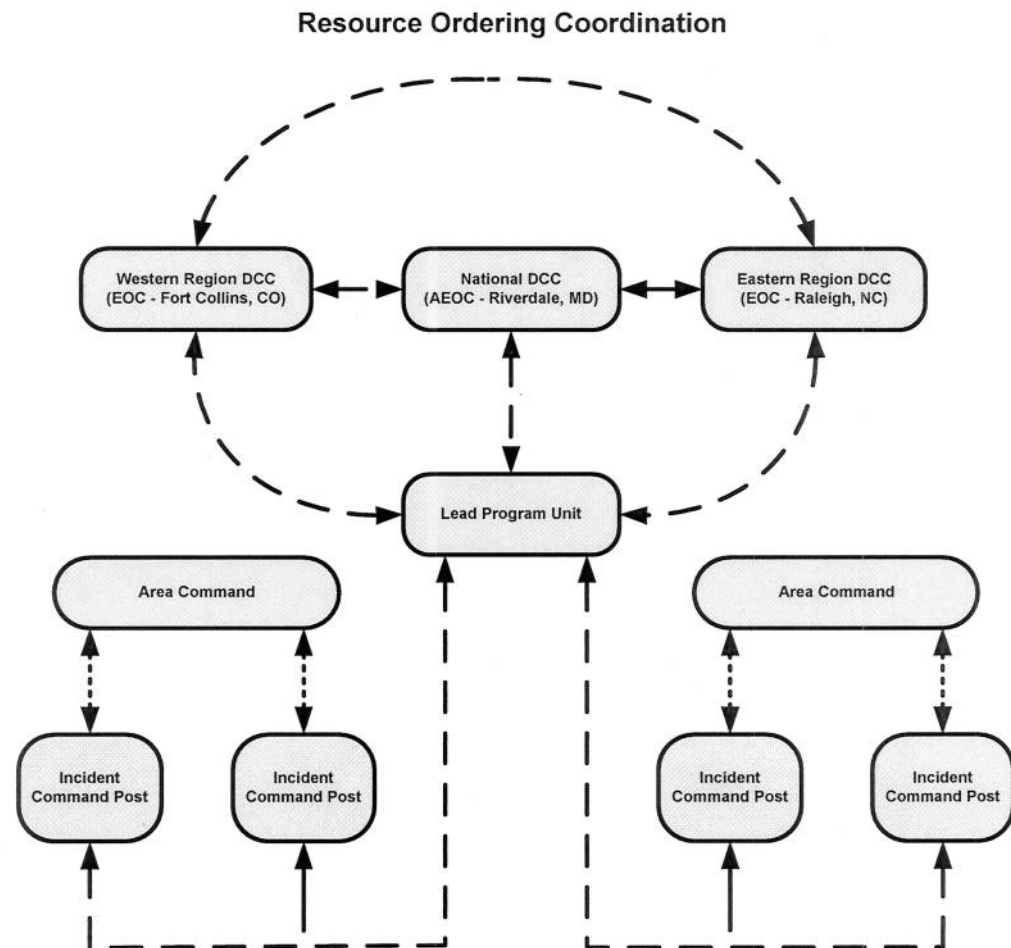
If resources are not available at either regional DCC, the host regional DCC will coordinate with the lead program unit POC and the Logistics Unit or incident contact to determine how to proceed.

#### 21.4 Expanded Dispatch

If workload expands beyond the capacity of any DCC, additional trained collateral duty dispatchers from various APHIS units may be added on a temporary basis to create an expanded dispatch team. The decision to expand and deploy the dispatch team will be made by the lead program unit and the regional DCC.

#### 21.5 APHIS Resource Ordering Coordination

The diagram that follows illustrates the relationship between the lead program unit, DCCs, Area Command, and ICP.



#### 21.6 Setting up an Incident in ROSS

Each incident will have its own unique incident name and number in ROSS. An incident naming convention has been established to ensure that the incidents are identified in a consistent way. Animal and plant health incident names will be structured to include a three-letter acronym identifying the disease or pest, an optional town or area name, followed by a two-letter State identifier and a four-digit calendar year. For example, for panicle rice mite in Texas in 2007, the naming convention would be PRM TX 2007. For exotic Newcastle disease in California in 2003, the naming would be END CA 2003. ESF #11 incident names will be structured to include an ESF #11 reference, followed by the event name, FEMA region number, two-letter State identifier, and a four-digit calendar year. For Hurricane Gustav, which occurred in FEMA Region VI in the State of Louisiana in 2008, the naming would be ESF11 Hurricane Gustav F6 LA 2008. A unique incident number is generated in ROSS by using an abbreviation for the lead program unit (called incident host in ROSS) with a sequential number. Example: CA-AVAO-000001.

### **21.7 Maintaining Employee Availability Status in ROSS**

Dispatchers at the three DCCs maintain employee availability status in ROSS. Dispatchers work closely with the program and support units to do so.

### **21.8 Mobilization and Demobilization Coordination**

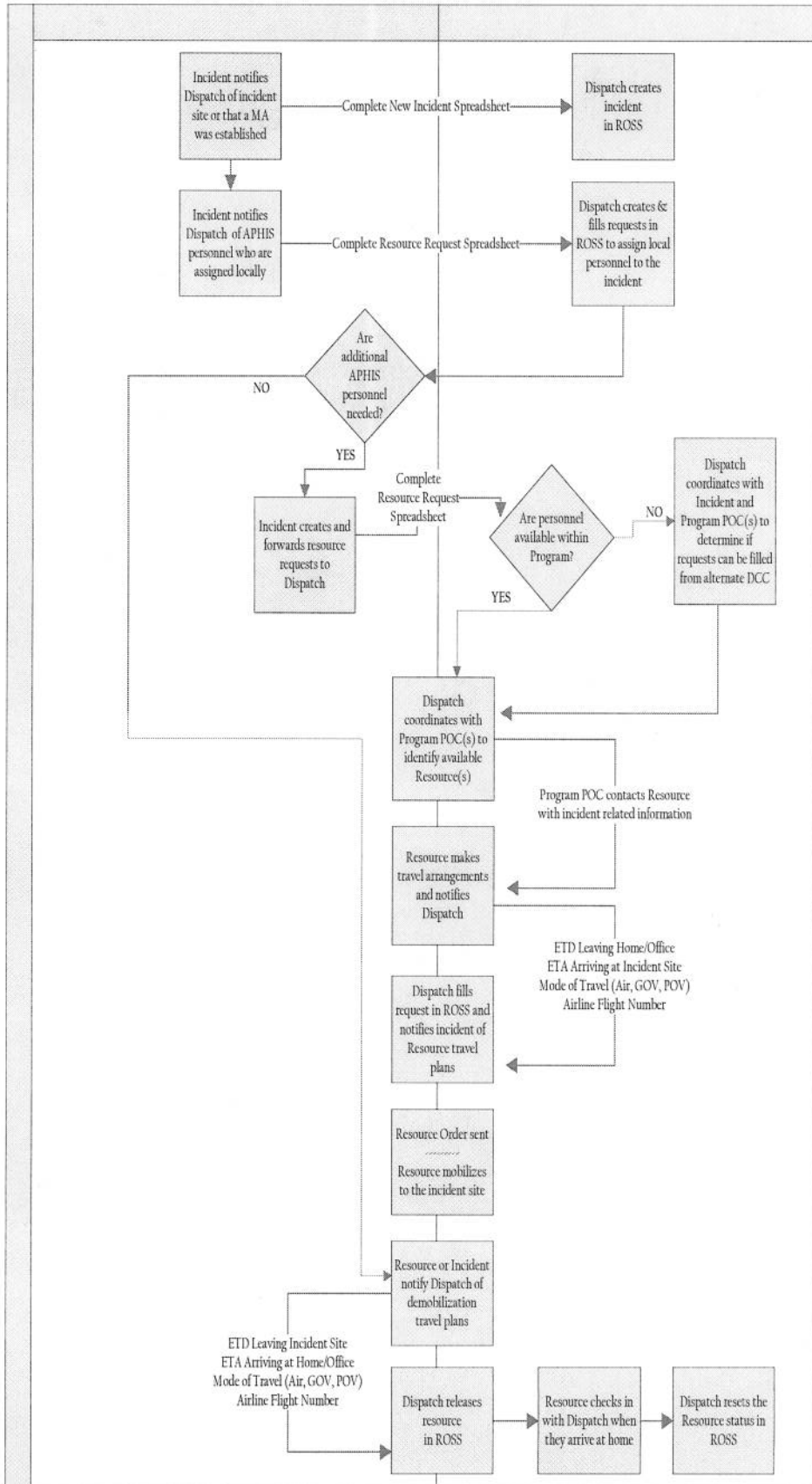
When a resource request is filled, the lead program unit and employee's home unit will coordinate all necessary travel arrangements with the employee. Travel arrangements will be forwarded to the DCC for entry into ROSS. The dispatcher will fill the resource order, document conversations, and send the employee their resource order. The host DCC will notify the Logistics Unit or the incident contact of the person selected and their expected arrival date at the incident.

The Logistics Unit or incident contact will notify the host DCC when resources have completed their assignments and have been released from the incident. The incident will be responsible for ensuring that the employee fills out an ICS-221 form and that all travel information is relayed to the dispatcher. The dispatcher will update ROSS to indicate that the employee has been released from the assignment.

### **21.9 Regional Dispatch Flow Chart**

The flow chart on the following page depicts the interaction among DCCs and the lead program unit for emergency response.







## **22 Overhead**

### **22.1 Overhead/Incident Management Teams (IMTs)**

Overhead is a term used in the dispatch process that refers to human resources. Please refer to Chapter 60–Overhead Resources for information regarding overhead and Chapter 70–Mobilization of IMTs for information regarding IMTs.

### **22.2 Incident Administrative Support**

MRPBS provides a variety of administrative and support services for emergency operations including, but not limited to, the following:

- Resolving national administrative policy issues that arise during the emergency;
- Managing the ROSS;
- Managing the national DCC in the Riverdale AEOC;
- Providing policy interpretation and guidance in use of the MRPBS Emergency Administrative Support Guide and the APHIS Emergency Mobilization Guide;
- Providing leadership in implementing continuity of operations (COOP) and mission assurance plans;
- Managing the EQS;
- Maintaining information security and providing support services at the EOCs; and,
- Assigning incident accounting codes and providing them to the national or regional DCCs.

### **MRPBS Support Teams**

Three teams have been established to provide support to APHIS emergency operations and may be requested through proper dispatch channels. The teams consist of a minimum of one staff member from the following divisions within MRPBS: Financial Management Division (FMD), Administrative Services Division (ASD), Human Resources Division (HRD), Information Technology Division (ITD), and EMSSD. MRPBS team support should be requested through the DCCs/ROSS dispatchers.

### **MRPBS Emergency Response Manual**

The online MRPBS Emergency Response Manual provides detailed information regarding administrative processes and procedures. Information can be obtained at the following address:

[http://inside.aphis.usda.gov/er\\_manual/index.shtml](http://inside.aphis.usda.gov/er_manual/index.shtml)

### **22.3 Employee Assistance Program (EAP)**

Employees needing assistance in resolving personal problems that may adversely impact their work performance, conduct, health, and well-being are encouraged to contact EAP services. The Web site is:

<http://www.foh.dhhs.gov/Public/WhatWeDo/EAP/eap.asp>

### **23 ICS Forms**

All printable forms for ICS can be obtained at the following Web site:

[http://www.nimsonline.com/download\\_center/](http://www.nimsonline.com/download_center/)

### **24 Incident-Related Safety and Health**

The APHIS Safety and Health Manual can be accessed at the following Web site:

[http://inside.aphis.usda.gov/mrpbs/publications/safety\\_health\\_wellness\\_manual/index.shtml](http://inside.aphis.usda.gov/mrpbs/publications/safety_health_wellness_manual/index.shtml)

### **25 Follow-Up Evaluations**

An After Action Review (AAR) will be conducted with all programs involved to evaluate incident response activities. The coordinating lead program unit will document lessons learned and recommendations for improvement.

## **CHAPTER 30—ORGANIZATION**

The mission of APHIS is to protect the health and value of American agriculture and natural resources. To achieve this mission, APHIS and its program cooperators and stakeholders have built an agricultural health emergency management system to prevent, prepare for, respond to, and recover from threats affecting animal and plant resources or the associated food supply. To successfully accomplish its emergency management responsibilities, APHIS works in close collaboration with other Federal agencies, State, Tribal, territorial and foreign governments, as well as nongovernmental groups and the private sector.

### **30.1 Organization of APHIS**

The following image displays the APHIS Organization.



For additional information about APHIS’ mission and program responsibilities, refer to the Web site:

<http://www.aphis.usda.gov>

### **30.2 APHIS Emergency Preparedness and Response**

As part of its mission to protect the health and value of American agriculture and natural resources, APHIS and its program cooperators have developed a proven capacity to effectively respond to a wide variety of threats to animal and plant resources and agricultural trade. In recent years, APHIS has been assigned additional homeland security responsibilities to prepare for and respond to natural and man-made disasters, including agricultural terrorism.

### **30.3 Incident Command Structure**

In keeping with NIMS operating principles, APHIS’ response to any type of emergency is focused on supporting local responders’ needs. When the local jurisdiction requests Federal assistance, the APHIS lead program unit will work cooperatively with local jurisdiction counterparts to develop and implement a joint IAP, with a unified incident command structure staffed to appropriately manage the

emergency. Many governmental units, as well as industry partners, may be working cooperatively within this structure.

Within APHIS, the chain of command within the lead program unit involves the deputy administrator's office, the regional director's office, and the State or field office.

Depending on the nature of the emergency, any of APHIS' program units can become the lead unit responsible for managing Federal resources and legal authorities for the incident as well as working jointly with local cooperators in a UC structure.

### **31 APHIS Program Operations**

APHIS' program operations units have each built strong national and international networks of agricultural health emergency response cooperators.

#### **31.1 AC**

APHIS AC has a lead role in assisting States to prepare and implement plans under the Pets Evacuation and Transportation Standards Act passed by Congress after Hurricanes Katrina and Rita. Refer to the following Web site:

[http://www.aphis.usda.gov/emergency\\_response/pet.shtml](http://www.aphis.usda.gov/emergency_response/pet.shtml)

#### **31.2 BRS**

BRS has the lead for emergencies related to agricultural biotechnology. Because BRS does not have a large field force and programmatic mechanisms for establishing and enforcing Federal quarantines, it may rely on PPQ or VS for local incident management. Refer to the following Web site:

<http://www.aphis.usda.gov/subjects/biotechnology>

#### **31.3 IS**

IS has a lead role when the threat is a pest or disease outbreak in another country. IS works closely with either PPQ or VS and their stakeholder industries, as well as foreign counterpart agencies. An example of IS as the lead in an international emergency occurred during the 2004 outbreak of Mediterranean fruit fly in Tijuana, Mexico, an outbreak that could have quickly spread to southern California. Refer to the following Web site:

[http://www.aphis.usda.gov/international\\_safeguarding](http://www.aphis.usda.gov/international_safeguarding)

#### **31.4 PPQ**

PPQ is usually the APHIS lead when the emergency involves an outbreak of a plant pest or disease. PPQ also works closely with IS during plant pest or disease

emergency incidents that occur in areas outside of the United States. Refer to the following Web site:

[http://www.aphis.usda.gov/plant\\_health](http://www.aphis.usda.gov/plant_health)

### **31.5 VS**

VS is usually the APHIS lead when the emergency is an outbreak of an animal pest or disease. In addition, VS and WS are the principal APHIS leads when a disease in wildlife threatens domestic animals. VS also works closely with IS in animal pest or disease emergency incidents that occur in areas outside of the United States. VS area offices carry out the VS mission at the State level across the United States. Refer to the following Web site:

[http://www.aphis.usda.gov/animal\\_health](http://www.aphis.usda.gov/animal_health)

### **31.6 WS**

For threats to wildlife (natural) resources, WS and VS could both have a lead role in incident management, depending on the situation. WS is the lead program unit for the National Rabies Management Program carried out by many States. In addition, VS and WS work together when the disease in wildlife threatens domestic animals. Refer to the following Web site:

[http://www.aphis.usda.gov/wildlife\\_damage](http://www.aphis.usda.gov/wildlife_damage)

## **32 Multiagency Coordination**

The U.S. agricultural health protection system is built on supportive relationships between APHIS and its partners. The NRF has assigned to APHIS the primary responsibility to implement an integrated Federal, State, local, and Tribal response for major agricultural disasters. Therefore, the EMLC has built into its plan many mechanisms and a concept of operations to ensure that the resources and activities of all those involved in the response are acting in concert.

APHIS has the following permanent structures in place to coordinate the delivery of resources external to APHIS and other support to the emergency incident sites:

### **32.1 EMLC**

The EMLC was created by the APHIS Management Team (AMT) to oversee APHIS emergency planning and coordination between emergencies and to ensure coordinated emergency response during an emergency. The EMLC provides direction and leadership for the integration of APHIS emergency management activities.

The EMLC focuses on the following:

- Preparing and implementing a comprehensive, coordinated, and integrated plan to guide the Agency in its emergency preparedness and response activities, and its homeland security responsibilities;
- Providing cross-unit leadership, coordination, direction, and priority-setting for Agencywide emergency management activities;
- Providing direction, guidance, and oversight on operational and resource issues relating to emergency management, including preparation for, response to, and recovery from emergencies;
- Setting and monitoring resource and support service standards in response to an emergency;
- Staying abreast of requests to the Secretary of Agriculture for a declaration of emergency or for requests for funding from the CCC; and,
- Ensuring effective leadership in carrying out the lead coordinating role for ESF #11 – Agriculture and Natural Resources (as delegated by USDA’s Office of Homeland Security [OHS]).

The EMLC is chaired by the PPQ Associate Director for Emergency and Domestic Programs and the VS Associate Deputy Administrator for Emergency Management and Diagnostics. Each program and support unit is represented by senior-level employees from headquarters and each region:

- AC – Assistant Deputy Administrator; Regional Director – ER; Regional Director –WR
- BRS – Assistant Deputy Administrator
- Civil Rights Enforcement and Compliance (CREC) – Assistant Director
- IS – Associate Deputy Administrator
- LPA – Deputy Administrator
- MRPBS – Associate Deputy Administrator
- MRPBS, EMSSD – Director
- MRPBS, Investigative and Enforcement Services (IES) – Regional Director – ER; Regional Director – WR
- PPQ – Assistant Deputy Administrator; Regional Director – ER; Regional Director – WR
- PPD – Office of the Deputy Administrator
- VS – Associate Deputy Administrator; Regional Director – ER; Regional Director – WR

- WS – Associate Deputy Administrator; Regional Director – ER; Regional Director – WR

In the event of an emergency, the EMLC will serve as the MAC Group. As the APHIS MAC Group, the EMLC can be expected to fulfill the following roles:

- Determining when total mobility is needed to respond to an incident and requesting approval from the APHIS Administrator;
- Initiating a national or international RCT for a specific agricultural health emergency or all-hazards response;
- Coordinating the provision of technical, programmatic, and administrative expertise, resources, services, and systems to ensure effective response;
- Ensuring effective use and coordination of the AEOC and regional EOCs; and,
- Ensuring effective regional and national coordination and support for ESF #11 as the lead coordinator (as delegated by USDA's OHS).

### **32.2 MRPBS, EMSSD, Emergency Management and Homeland Security Branch**

EMSSD's Emergency Management and Homeland Security Branch coordinates and oversees APHIS' homeland security activities, including its participation in the Homeland Security Exercise and Evaluation Program and preparedness for, and response to, ESF #11 activations.

### **32.3 MRPBS, EMSSD, Emergency Preparedness Branch**

EMSSD's Emergency Preparedness Branch provides APHIS with comprehensive emergency preparedness, response, and recovery services. If the disaster affects APHIS, the Emergency Preparedness Branch will have a lead role in implementing COOP and mission assurance plans. (Within APHIS, infrastructure refers to internal communication and the ability to move staff and supplies as needed.) The following are the Branch's major program areas:

- ROSS identifies and tracks resources that are needed to support emergency response;
- APHIS EQS provides a database of emergency response personnel and their credentials for all emergency response positions. The database can be searched according to pre-defined qualifications/certifications;
- COOP planning allows for the continuation of the essential functions of government departments or agencies during any incident or emergency that may disrupt typical, normal operations;
- Information Security provides for the physical protection and control of sensitive and classified information; and,

- Management of the AEOC. The AEOC is the national hub for animal, plant, and all-hazards incident operations, communications, and information dissemination pertaining to emergency incident management and serves as the Secretary of Agriculture's primary point of coordination.

### **32.4 LPA**

APHIS LPA will ensure that an overall unified message is developed and communicated to stakeholders, States, international partners, Congressional staff, the media, and the public.

LPA will ensure that a qualified PIO is available to the incident, the regional EOC, or to work on the national RCT. The PIO will work to establish and oversee processes for coordinating and clearing public communications. To ensure that an overall unified message is developed and communicated publicly, the PIO will work closely with the response coordinator, LPA, APHIS management, State Departments of Agriculture, other Federal Departments, as well as USDA's Office of Communications.

### **32.5 Program Emergency Response Staffs**

VS, PPQ, and AC are staffed with permanent, full-time employees at the national and regional levels who carry out emergency response coordination activities, including the following:

- Developing national emergency response strategy and policy;
- Coordinating development of emergency funding requests, in coordination with APHIS PPD;
- Serving as technical lead on ad hoc RCTs;
- Conducting information sharing with industry stakeholders and cooperators; and,
- Managing DCCs in the regional offices, in coordination with the MRPBS, EMSSD, Emergency Preparedness Branch, which oversees the national DCC.

## **33 Coordination of Major Agricultural Disasters and Agricultural Terrorism Response**

APHIS and USDA have been actively preparing for the possibility of a major disaster related to agricultural health or biological terrorism. Two major concerns are the potential for a highly pathogenic avian influenza outbreak and multiple outbreaks of foot-and-mouth disease. Under USDA's statutory authorities the NRF ESF #11, APHIS has primary responsibility to coordinate the response to such events.



The EMLC would need to rapidly adjust its response strategies and management systems to meet the changing needs in the field. Within APHIS, the EMLC would form a national RCT and, if necessary, an international RCT. The regional EMLC members would also likely form a regional RCT.

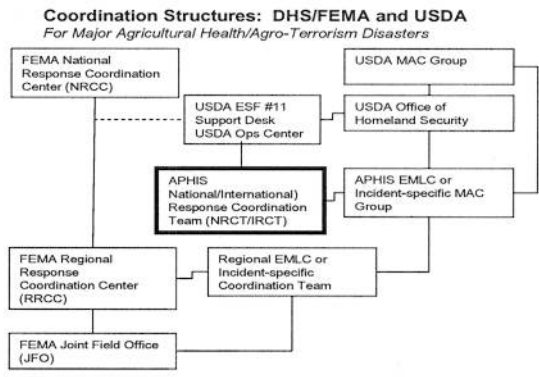
APHIS may need to draw on personnel and equipment from many other agencies and jurisdictions. A USDA national MAC Group would likely coordinate resource requests from other USDA agencies. USDA's OHS and the USDA Operations Center (Ops Center) would work with the EMLC and link with FEMA, to request resources from other Federal and State agencies and nongovernmental organizations. If the EMLC requests FEMA's help to mobilize resources from the entire Federal Government, the APHIS coordination teams and EOCs would interact closely with FEMA and its coordination centers, including the following:

- National Response Coordination Center (NRCC),
- Regional Response Coordination Centers (RRCCs),
- Joint Field Offices (JFOs), and
- Joint Information Centers (JICs).

APHIS personnel would need to coordinate activities at the ESF #11 desks in each of the FEMA coordination centers.

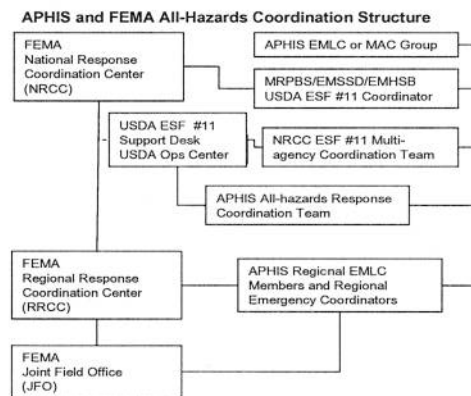
In addition, it is likely that FEMA would activate the 450 dispatch centers of the NWCG to help the APHIS expanded DCCs deploy and determine the qualifications/status of personnel for a variety of the generic ICS positions needing to be filled at the ICPs.

The chart that follows shows the main multiagency coordination entities that will likely be involved in the response to a major agricultural disaster.



### 34 Coordination of All-Hazards Response

During many natural or man-made disasters, FEMA will likely ask for APHIS assistance, even though pest and disease threats to agricultural production and trade may not be involved. For example, since 2005, APHIS personnel have been tapped to respond to major hurricanes, floods, and other all-hazards incidents that have affected animals, agricultural commodities, and/or USDA's infrastructure.



To coordinate assistance for these types of incidents, FEMA activates ESF #11. Three USDA agencies—APHIS, FSIS, and FNS—and DOI have primary or lead roles to implement the ESF #11 operations. The USDA OHS has delegated to APHIS the coordination role for ESF #11 activities for all three USDA agencies and DOI. The EMSSD Director will keep the EMLC apprised of ESF #11 activities.

If FEMA activates ESF #11 at the NRCC, the national ESF #11 coordinator (EMSSD, Emergency Management and Homeland Security Branch) will activate one of the four, pre-trained rotational ESF #11 multiagency (APHIS, FSIS, FNS, and DOI) teams to send a desk officer to work at the NRCC ESF #11 desk.

Depending on the nature of the incident, the EMLC may decide to activate the AEOC and to establish an all-hazards RCT to coordinate the APHIS response.

When FEMA activates ESF #11 at the regional level, the EMLC members at the APHIS regional offices oversee personnel who coordinate APHIS' involvement at FEMA RRCCs and keep the national EMLC membership informed of ongoing developments.

National and regional coordination responsibilities have been documented in the ESF #11 standard operating procedures and APHIS COOP and mission assurance plans.

### **35 Response to other Requests for Information or Program Support**

APHIS will often receive requests for information or support for other USDA all-hazards and homeland security activities. The EMSSD Director's Office will be responsible as the point of contact to receive and respond to these requests.

The EMLC will ensure that each APHIS program and support unit designates one person (and an alternate) to serve as liaison for responding to requests. The EMSSD Director's Office will forward the requests to the designated program liaisons and copy the alternates, EMLC co-chairs and chief of staff, and designated MRPBS official(s). The program liaisons have complete authority to provide information to the EMSSD Director's Office and to work with that office to prepare the APHIS response. The liaisons must incorporate input from all parts of their unit.

### **36 Coordination with other Federal Agencies**

For agricultural health emergencies involving major disasters or agricultural terrorism, APHIS will need to rapidly adjust its command and management systems to meet the changing needs in the field. It is possible that DHS and its FEMA would play a coordination role with the APHIS lead program unit and the involved States. For agricultural terrorism events, the Federal Bureau of Investigation (FBI) would also have a significant role.

Major agricultural disasters, either unintentional or caused by terrorists, would require a massive and immediate infusion of Federal resources. Some experts have estimated that up to 10,000 veterinarians and over 100,000 other emergency responders would be needed to respond to an outbreak of foot-and-mouth disease like that which occurred in the United Kingdom in 2001. FEMA is coordinating, planning, and preparing for an event like foot-and-mouth disease, and APHIS VS is providing technical assistance in the planning effort and would have a lead role in this type of response.

For non-agricultural health (all-hazards) emergencies requiring a coordinated Federal response, it is unlikely that APHIS program units will play a lead role in the command structure. This is typically a FEMA responsibility. However, depending on the situation, APHIS would likely be asked to provide resources and services.

## **CHAPTER 40—COOPERATION**

Agreements are used within APHIS to establish collaborative partnerships between organizations.

The most common types of agreements used by APHIS are as follows:

### **Grants**

APHIS supports a non-Federal cooperator with funds or transferring something of value, but APHIS has no significant involvement in the project being funded.

### **Cooperative Agreements**

APHIS supports a State or non-Federal cooperator with funds or items of value and has substantial involvement in the project being funded. The Agency is substantially involved when it acts as a partner with the cooperator.

### **Interagency Agreements**

APHIS cooperates with another Federal agency in a project (goods or services) involving a transfer of funds.

### **Memorandum of Understanding**

APHIS and the cooperator cooperate on a project of mutual interest, and no funds or other items of value are being transferred.

### **Agreement Inventory**

A list of important emergency-related agreements is being developed and will be made available in this section at a time yet to be determined. Access to copies of agreements is limited, but may be requested by contacting either the MRPBS Agreements Team or a MRPBS FMD Red/Blue/Green team member.

## **CHAPTER 50—APHIS ORGANIZATIONAL OVERVIEW**

APHIS is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act, and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to provide leadership on food, agriculture, natural resources, and related issues.

In response to needs expressed by the American people and Congress, APHIS' mission has expanded over the years to include such issues as wildlife disease management, regulation of genetically engineered crops, and protection of public health and safety as well as natural resources that are vulnerable to invasive pests and pathogens. While carrying out its diverse protection responsibilities, APHIS makes every effort to address the needs of all stakeholders involved in the U.S. agricultural sector.

For additional information about APHIS, refer to the following Web site:

<http://www.aphis.usda.gov>

To contact an APHIS office, refer to the following Web site:

[http://www.aphis.usda.gov/contact\\_us](http://www.aphis.usda.gov/contact_us)

## **50.1 APHIS Programs' Web Information**

### **AC**

[http://www.aphis.usda.gov/animal\\_welfare](http://www.aphis.usda.gov/animal_welfare)

### **BRS**

<http://www.aphis.usda.gov/biotechnology>

### **IS**

[http://www.aphis.usda.gov/international\\_safeguarding](http://www.aphis.usda.gov/international_safeguarding)

### **PPQ**

[http://www.aphis.usda.gov/plant\\_health](http://www.aphis.usda.gov/plant_health)

### **VS**

[http://www.aphis.usda.gov/animal\\_health](http://www.aphis.usda.gov/animal_health)

### **WS**

[http://www.aphis.usda.gov/wildlife\\_damage](http://www.aphis.usda.gov/wildlife_damage)

## **50.2 APHIS Support Units' Web Information**

### **CREC Staff**

[http://www.aphis.usda.gov/civil\\_rights](http://www.aphis.usda.gov/civil_rights)

### **LPA**

[http://www.aphis.usda.gov/about\\_aphis/programs\\_offices/lpa](http://www.aphis.usda.gov/about_aphis/programs_offices/lpa)

### **MRPBS**

<http://www.aphis.usda.gov/mrpbs>

<http://www.aphis.usda.gov/ies>

### **PPD**

[http://www.aphis.usda.gov/about\\_aphis/programs\\_offices/ppd](http://www.aphis.usda.gov/about_aphis/programs_offices/ppd)

## **50.3 APHIS Program Descriptions and Locations**

### **AC**

AC provides leadership for determining standards of humane care and treatment of animals. APHIS implements those standards and achieves compliance through inspection, education, and cooperative efforts.

**Headquarters**

4700 River Road, Unit 84  
Riverdale, MD 20737  
Phone: 301-734-7833  
Fax: 301-734-4978

**Eastern Regional Office**

920 Main Campus Drive, Suite 200  
Raleigh, NC 27606-5202  
Phone: 919-855-7100  
Fax: 919-855-7123

**Western Regional Office**

2150 Centre Avenue, Building B-3W11  
Fort Collins, CO 80526  
Phone: 970-494-7478  
Fax: 970-494-7461

**BRS**

BRS is part of a science-based, coordinated Federal regulatory framework in partnership with the Environmental Protection Agency and the Food and Drug Administration. BRS regulates the importation, movement, and field testing of genetically engineered organisms that may pose a risk to plant health, and in doing so serves to protect America's agricultural resources and the broader environment. The work of BRS is coordinated by four program divisions: Policy Coordination Programs, Environmental Risk Analysis Programs, Regulatory Operations Programs, and Resource Management Programs.

**Headquarters**

4700 River Road, Unit 147  
Riverdale, MD 20737  
Phone: 301-734-7324

**Eastern Regional Office**

920 Main Campus Dr. Suite 200  
Raleigh, NC 27606-5202  
Phone: 919-855-7622

**Western Regional Office**

2150 Centre Avenue, Building B  
Fort Collins, CO 80526  
Phone 970-494-7512

**IS**

IS supports the APHIS mission in an international environment by: (1) safeguarding the health of animals, plants, and ecosystems in the United States; (2) facilitating safe agricultural trade; (3) ensuring effective and efficient management of internationally based programs; and, (4) investing in international capacity-building through various training programs abroad to enhance technical, administrative, and diplomatic skills and competencies. APHIS' international mission is to protect and promote U.S. agricultural health through internationally based animal and plant health expertise.

**Headquarters**

1400 Independence Ave SW-Mail Stop 3432  
Washington, DC 20250  
International Services  
4700 River Road  
Riverdale, MD 20737  
Phone: 301-734-7607

**PPQ**

PPQ safeguards agriculture and natural resources from the risks associated with the entry, establishment, or spread of plant pests and diseases and noxious weeds to ensure an abundant, high-quality, and varied food supply.

**Headquarters**

4700 River Road  
Riverdale, MD 20737  
Phone: 202-720-5601  
Fax: 202-690-0472

**Eastern Regional Office**

920 Main Campus Drive, Suite 200  
Raleigh, NC 27606-5202  
Phone: 919-855-7300  
Fax: 919-855-7393

**Western Regional Office**

2150 Centre Avenue, Building B-3E10  
Fort Collins, CO 80526  
Phone: 970-494-7500  
Fax: 970-494-7501

**Professional Development Center (PDC)**

69 Thomas Jefferson Drive, Suite 100  
Frederick, MD 21702  
Phone: 240-529-0200

**Center for Plant Health Science and Technology (CPHST)**

1730 Varsity Drive  
Raleigh, NC 27606  
Phone: 919-855-7400  
Fax: 919-855-7480

Refer to PPQ Contact List

[http://www.aphis.usda.gov/contact\\_us/ppq.shtml](http://www.aphis.usda.gov/contact_us/ppq.shtml)

Refer to PPQ state plant health director (SPHD) locations

[http://www.aphis.usda.gov/services/report\\_pest\\_disease/report\\_pest\\_disease.shtml](http://www.aphis.usda.gov/services/report_pest_disease/report_pest_disease.shtml)

## **VS**

VS protects and improves the health, quality, and marketability of our Nation's animals, animal products, and veterinary biologics by preventing, controlling, and/or eliminating animal diseases; and monitoring and promoting animal health and productivity.

### **Headquarters**

4700 River Road  
Riverdale, MD 20737  
Phone: 202-690-4171

### **Eastern Regional Office**

920 Main Campus Drive, Suite 200  
Raleigh, NC 27606-5202  
Phone: 919-716-5570  
Fax: 919-716-5650

### **Western Regional Office**

2150 Centre Avenue, Building B-3E13  
Fort Collins, CO 80526  
Phone: 970-494-7400  
Fax: 970-494-7355

### **National Veterinary Services Laboratories (NVSL)**

1800 Dayton Avenue  
PO Box 844  
Ames, IA 50010  
Phone: 515-633-7266

### **Foreign Animal Disease Diagnostic Laboratory (FADDL)**

P.O. Box 848  
Greenport, NY 11944-0848  
Phone: 631-323-3256

### **Center for Veterinary Biologics (CVB)**

Ames, IA 50010  
Phone: 515-232-5785

### **Center for Epidemiology and Animal Health (CEAH)**

2150 Centre Avenue  
Fort Collins, CO 80526  
Phone: 970-494-7200

Refer to VS Area Office Locations:

[http://www.aphis.usda.gov/animal\\_health/area\\_offices/](http://www.aphis.usda.gov/animal_health/area_offices/)



## **WS**

WS provides Federal leadership and expertise to resolve wildlife conflicts and create a balance that allows people and wildlife to coexist peacefully.

### **Headquarters**

4700 River Road, Unit 87  
Riverdale, MD 20737  
Phone: 301-734-7921  
Fax: 301-734-5157

### **Eastern Regional Office**

920 Main Campus Drive, Suite 200  
Raleigh, NC 27606-5202  
Phone: 919-855-7200  
Fax: 919-855-7215

### **Western Regional Office**

2150 Centre Avenue, Building B-3W9  
Fort Collins, CO 80526  
Phone: 970-494-7453  
Fax: 970-494-7455

### **National Wildlife Research Center (NWRC)**

4101 La Porte Avenue  
Fort Collins, CO 80521  
Phone: 970-266-6000

### **WS State Office Locations**

[http://www.aphis.usda.gov/wildlife\\_damage/us\\_states\\_maps.shtml](http://www.aphis.usda.gov/wildlife_damage/us_states_maps.shtml)

## **50.4 APHIS Support Unit Descriptions and Locations**

### **CREC Staff**

CREC provides leadership, direction, technical support and guidance regarding civil rights to all employees and external service recipients.

### **Headquarters**

4700 River Road, Unit 92  
Riverdale, MD 20737  
Phone: 301-734-6312  
1400 Independence Avenue  
Room 1133 South Building  
Washington DC 20250  
Phone: 202-720-6312

### **LPA**

LPA provides leadership, expertise, and counsel in developing creative, high quality, and timely communications strategies, products, and services that promote APHIS'

mission of protecting the health and value of American agriculture and natural resources.

**Headquarters**

1400 Independence Avenue SW  
Room 1147 South Building  
Washington, DC 20250  
Phone: 202-720-2511

Refer media questions to:

[http://www.aphis.usda.gov/contact\\_us/news\\_contacts.shtml](http://www.aphis.usda.gov/contact_us/news_contacts.shtml)

Refer congressional and intergovernmental questions to:

[http://www.aphis.usda.gov/contact\\_us/intergov\\_contacts.shtml](http://www.aphis.usda.gov/contact_us/intergov_contacts.shtml)

**MRPBS**

MRPBS provides people and resources necessary to deliver quality, timely administrative and other services to support APHIS programs and support units.

**Headquarters**

4700 River Road  
Riverdale, MD 20737  
Phone: 301-734-3775  
1400 Independence Avenue  
Washington, DC 20250  
Phone: 202-720-5213

**Eastern Regional Office**

920 Main Campus Drive, Suite 200  
Raleigh, NC 27606-5202  
Phone: 919-855-7007

**Western Regional Office**

2150 Centre Avenue, Building B  
Fort Collins, CO 80526  
Phone: 970-494-7171

**Minneapolis Business Site**

100 N 6th Street  
Minneapolis, MN 55403  
Phone: 612-336-3347

Within MRPBS, the IES staff works diligently to ensure the health and care of the animals and plants under its jurisdiction. IES helps the animal and agricultural industries achieve compliance with APHIS regulations. Compliance is accomplished through comprehensive investigations, sound enforcement, and strong educational efforts.

**Headquarters**

4700 River Road, Unit 85  
Riverdale, MD 20737  
Phone: 301-734-8684  
Fax: 301-734-4328

**Eastern Regional Office**

920 Main Campus Drive, Suite 200  
Raleigh, NC 27606-5202  
Phone: 919-855-7080  
Fax: 919-855-7090

**Western Regional Office**

2150 Centre Avenue, Building B-3W9  
Fort Collins, CO 80526  
Phone: 970-494-7485  
Fax: 970-494-7487

Within MRPBS, the EMSSD provides leadership regarding emergency preparedness and management in coordination with APHIS program units.

**EMSSD Emergency Management and Homeland Security Branch**

The EMSSD Emergency Management and Homeland Security Branch provides overall coordination to emergency management and homeland security plans undertaken by Agency program components, including PPQ and VS.

**Headquarters**

4700 River Road, Unit 72  
Riverdale, MD 20737  
Phone: 301-734-3170

**EMSSD Emergency Preparedness Branch**

The EMSSD Emergency Preparedness Branch provides APHIS with comprehensive emergency preparedness, response, and recovery services.

**Headquarters**

4700 River Road, Unit 153  
Riverdale, MD 20737  
Phone: 301-436-3110

Staff Duty Officer-24/7 support  
Phone Number: 301-633-5214

**PPD**

PPD helps APHIS leadership continually improve programs by making and implementing decisions and plans that are based on sound science and rigorous analysis of data, and those decisions are consistent with the Agency's environmental stewardship goals, legal authorities, and overall policies.

**Headquarters**

4700 River Road, Unit 120  
 Riverdale, MD 20737  
 Phone: 301-734-5136

**51 APHIS DCCs****Eastern DCC****EOC**

920 Main Campus Road  
 Raleigh, NC 27606  
 Phone Number: 919-855-7007  
 Fax Number: 919-855-7030

**Western DCC****EOC**

2150 Centre Drive, Building B  
 Fort Collins, CO 80526  
 Phone Number: 970-494-7171  
 Fax Number: 970-494-7174

**National DCC****AEOC**

4700 River Road, Unit 153  
 Riverdale, MD 20737  
 Phone Number: 301-436-3110  
 Fax Number: 301-436-4603

**52 Governmentwide Response and Support**

Department/Agency	Phone	24/7 Ops
USDA Operations Center	202-720-5711	Yes
APHIS-Headquarters (Riverdale, MD)	301-436-3110	Yes
APHIS-Eastern Region (Raleigh, NC)	919-855-7007 919-855-7000 (alternate)	Cold Site
APHIS-Western Region (Fort Collins, CO)	970-494-7171	Cold Site
FEMA – Federal Operations Center	800-634-7084 540-665-6100 703-771-6100	Yes
DHS Operations Center	202-282-8300	Yes
DOI Operations Center	202-208-4108	Yes

## CHAPTER 60—OVERHEAD RESOURCES

This section is to provide guidance to all APHIS program and support units on how overhead resources are requested and mobilized to an agricultural health (plant health or animal health) or all-hazards incident site. AgHealth is a term used to refer to incidents that involve APHIS mandated concerns (animal or plant health). An all-hazards incident refers to an ESF #11 or nationally declared event.

Overhead is a term used throughout the dispatch process to separate requests for human resources from other resources (supplies, equipment, and/or aircraft) that are dispatched.

APHIS has established minimum standards for personnel responding to an AgHealth or all-hazards incident. Those personnel meeting the established standards are qualified for mobilization. Position qualification standards are maintained in the AgHealth Position Catalog.

Personnel qualification records are managed in the APHIS EQS. EQS is an information management system that tracks training and certifications for APHIS employees.

Any organization or agency providing resources to fill national interagency requests for AgHealth or all-hazards incidents of moderate or higher complexity will be expected to meet the minimum national requirements described in the APHIS EQS Guide.

Complete information about APHIS mobilization and related certifications and procedures, etc. can be found at the following Web site:

[http://inside.aphis.usda.gov/emergency\\_info](http://inside.aphis.usda.gov/emergency_info)

The NRF establishes a comprehensive, national approach to all-hazards domestic incident management across a spectrum of activities including prevention, preparedness, response, and recovery. Many emergency response positions are common across emergency response organizations, including APHIS. Common positions include ICS and administrative positions. In this regard, APHIS has adopted these established positions as part of its EQS to meet the requirements of the NRF and NIMS.

In addition to these common positions, APHIS has established a series of technical positions that are specific to APHIS in addressing AgHealth and/or all-hazards incidents. These position titles are contained in the APHIS AgHealth Position Catalog. Each position in the catalog has specific minimum qualifications defined and representative tasks that personnel may be required to perform. Personnel must meet the minimum qualifications and demonstrate ability to perform required tasks in order to be certified as qualified for the position. These position and qualification requirements have been identified by each program and support unit and can be found in the APHIS EQS Guide.

For a complete list of all AgHealth-recognized position titles and codes, refer to the following Web site:

To be developed

## **CHAPTER 70—MOBILIZATION OF IMTs**

IMTs come from lead programs that have emergency management responsibilities (PPQ and VS). These teams have management responsibilities for establishing ICPs and for determining the need for additional support, both administrative and technical.

### **70.1 VS IMTs**

After consulting with the associate regional director for emergency management within their respective region, the area veterinarian-in-charge of the affected State(s) will make a request for deployment of an IMT through the regional DCC. Deployment of a VS IMT will be based on an Incident Complexity Analysis Team's report or evaluation of the request for deployment by the VS Management Team or other designated individual. IMTs will be dispatched and tracked through ROSS.

### **70.2 PPQ IMTs**

PPQ IMTs are mobilized when the SPHD contacts the regional director, assistant regional director, or the Emergency and Domestic Programs (EDP) staff. The IC and SPHD will discuss and agree on the number of IMT members to be mobilized for the incident. They in turn contact the emergency program coordinator (EPC) who communicates with the IMT and the regional DCC for mobilization. IMTs will be dispatched and tracked through ROSS.

## **CHAPTER 80—MOBILIZATION OF INCIDENT SUPPORT OR RESPONSE TEAMS**

Employees who are members of an incident support team (IST) or an incident response team (IRT) are prepared to be mobilized within a short period of time. Employees may be dispatched as either a team or as a single resource depending on the identified need. Employees will be dispatched through ROSS following established guidelines (see Section 21.2, Single Region Dispatch Coordination).

### **80.1 ISTs**

Employees who make up the MRPBS ISTs respond to Incident Command's overhead requests for administrative support. Although MRPBS has chosen to organize employees into three rotational teams, employees may be mobilized individually when the incident requests any one of the following established AgHealth positions through the ROSS:

- Administrative Services Advisor,

- Employee Services Advisor,
- Financial Services Advisor,
- Human Resources Services Advisor, or
- Information Technology Services Advisor.

The national DCC will receive and review the overhead request and will work directly with MRPBS managers to fill it.

There are three (Red/Blue/Green) ISTs for MRPBS. The current list of employees and rotational assignments is maintained at the following Web site:

[http://inside.aphis.usda.gov/er\\_manual/mrpbs\\_full\\_manual\\_with\\_forms.pdf](http://inside.aphis.usda.gov/er_manual/mrpbs_full_manual_with_forms.pdf)

## **80.2 IRTs**

Employees from non-lead programs with technical field level expertise (WS; AC; and MRPBS, IES) can be members of an IRT. Employees identified as members of IRTs have technical skills and abilities and are available for rapid response when requested. Employees may be dispatched in accordance with established guidelines as either a team or as a single resource depending on the identified need. (See Section 21.2, Single Region Dispatch Coordination.)

WS' SERS biologists are mobilized through the WS national wildlife disease program coordinator. When a resource request for a SERS biologist is received, the ROSS dispatcher contacts the WS national wildlife disease program coordinator at telephone (970) 266-6363 and identifies the resources needed, by providing the WS national wildlife disease program coordinator with the request specifications. The WS national wildlife disease program coordinator immediately develops the requested IRT from the list of SERS biologists, to match the request specifications. Once the IRT(s) has/have been developed, the dispatcher is notified of the names of the SERS biologists to be dispatched. The dispatcher will designate in ROSS the names of the SERS biologists being dispatched, thus enabling the dispatcher to track the mobilized IRT members.

SERS has a cadre of wildlife biologists who are prepared to be mobilized within 24-48 hours of notification. Selections for requested IRT(s) will come from this cadre. The size and composition of the IRT is dependent on the specifics of the request (i.e., shooter, immobilization & euthanasia (I & E) certified, alphachloralose certified, etc.) and the number of people needed. WS IRTs are developed to match the request and can be provided as a single resource if needed.

When requesting a SERS biologist, it is important that the ROSS request identify any specific skills and/or equipment in the special needs section of the request. Employees will be dispatched and tracked through ROSS following established guidelines (see Section 21.2, Single Region Dispatch Coordination).

More information about SERS can be found at:

[http://www.aphis.usda.gov/wildlife\\_damage/nwdp/ER.shtml](http://www.aphis.usda.gov/wildlife_damage/nwdp/ER.shtml)

## **CHAPTER 90—MOBILIZATION OF APHIS EMPLOYEES**

All employees play a critical role in ensuring APHIS' success in managing emergency response. However, only a portion of employees are immediately deployable. Employees are mobilized upon request from the incident through ROSS and with clearance from the selected employee's program or support unit.

ROSS is the dispatch tool for animal and plant health and all-hazards incidents. Employees will be dispatched and tracked through ROSS following established guidelines (see Section 21.2, Single Region Dispatch Coordination).

Overhead requests are initiated from the incident and filled at the eastern, western or national DCC. Dispatchers at the DCCs receive, review, and process overhead requests. All APHIS employees are considered available to respond to an incident site and have been qualified to fill one or more ICS and or AgHealth positions.

Mobilization of PPQ personnel will follow the established PPQ protocol.

For incidents that require multiple rotations, a call out or request for volunteers may be initiated. Identified lists of volunteers are returned to the DCC where rotational rosters are developed.

Mobilization of APHIS employees in response to an ESF # 11 activation is primarily the same as for animal or plant health incidents. When a MA is sent to APHIS, the ESF #11 national coordinator will coordinate with APHIS programs and the ROSS dispatchers to ensure employee mobilization.

## **CHAPTER 100—DEMOBILIZATION OF APHIS EMPLOYEES**

Employees will remain at the incident site for their full tour of duty unless instructed otherwise by the incident. An existing IMT will typically be replaced by a new IMT or will turn incident management responsibilities over to the host State. As with employee mobilization, dispatchers will track employee demobilization in ROSS (see Section 21.8, Mobilization and Demobilization Coordination).



## Acronyms

AAR	After Action Review
AC	Animal Care
AEOC	APHIS Emergency Operations Center
AMT	APHIS Management Team
APHIS	Animal and Plant Health Inspection Service
ASD	Administrative Services Division
BRS	Biotechnology Regulatory Services
CCC	Commodity Credit Corporation
CEAH	Centers for Epidemiology and Animal Health
COOP	Continuity of Operations
CPHST	Center for Plant Health Science and Technology
CREC	Civil Rights Enforcement and Compliance
CVB	Center for Veterinary Biologics
DCC	Dispatch Coordination Center
DHS	United States Department of Homeland Security
DOI	United States Department of the Interior
EMLC	Emergency Management Leadership Council
EMSSD	Emergency Management, Safety, and Security Division
EOC	Emergency Operations Center
EPC	Emergency Program Coordinator
EQS	Emergency Qualifications System
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FADDL	Foreign Animal Disease Diagnostic Laboratory
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FMD	Financial Management Division
FNS	Food and Nutrition Service
FSIS	Food Safety and Inspection Service
HPAI	Highly Pathogenic Avian Influenza
HRD	Human Resources Division
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander

<b>ICP</b>	<b>Incident Command Post</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>IES</b>	<b>Investigative and Enforcement Services</b>
<b>IMT</b>	<b>Incident Management Team</b>
<b>IRT</b>	<b>Incident Response Team</b>
<b>IS</b>	<b>International Services</b>
<b>IST</b>	<b>Incident Support Team</b>
<b>ITD</b>	<b>Information Technology Division</b>
<b>JFO</b>	<b>Joint Field Office</b>
<b>JIC</b>	<b>Joint Information Center</b>
<b>LPA</b>	<b>Legislative and Public Affairs</b>
<b>MA</b>	<b>Mission Assignment</b>
<b>MAC</b>	<b>Multiagency Coordination (as in MAC Group)</b>
<b>MRPBS</b>	<b>Marketing and Regulatory Programs Business Services</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>NRCC</b>	<b>National Response Coordination Center</b>
<b>NRF</b>	<b>National Response Framework</b>
<b>NVSL</b>	<b>National Veterinary Services Laboratories</b>
<b>NWCG</b>	<b>National Wildfire Coordinating Group</b>
<b>OHS</b>	<b>Office of Homeland Security</b>
<b>PDC</b>	<b>Professional Development Center</b>
<b>PIO</b>	<b>Public Information Officer</b>
<b>POC</b>	<b>Point of Contact</b>
<b>PPD</b>	<b>Policy and Program Development</b>
<b>PPQ</b>	<b>Plant Protection and Quarantine</b>
<b>RCT</b>	<b>Response Coordination Team</b>
<b>ROSS</b>	<b>Resource Ordering and Status System</b>
<b>RRCC</b>	<b>Regional Response Coordination Center</b>
<b>SERS</b>	<b>Surveillance and Emergency Response System</b>
<b>SPHD</b>	<b>State Plant Health Director</b>
<b>TDY</b>	<b>Temporary Duty</b>
<b>UC</b>	<b>Unified Command</b>
<b>USDA</b>	<b>United States Department of Agriculture</b>
<b>VS</b>	<b>Veterinary Services</b>
<b>WS</b>	<b>Wildlife Services</b>



United States  
Department of  
Agriculture

Animal and Plant  
Health Inspection  
Service

Veterinary  
Services

National Center for  
Animal Health  
Emergency  
Management

4700 River Road,  
Unit 41  
Riverdale, MD 20737

(301) 734-8073  
FAX (301) 734-7817

## DECISION MEMORANDUM FOR THE EMLC

**FROM:** Emergency Management Leadership Council (EMLC) Mobilization Guide Working Group (MGWG)

**SUBJECT:** Availability and Deployability of APHIS Employees in Emergency Response

### ISSUE

What should the APHIS strategy be to define availability of human resources to respond to an emergency incident in an effective manner?

### BACKGROUND

"Strengthening emergency preparedness and response is a key objective in APHIS' strategic plan – and a central tenet in our drive to better support our frontline employees. As we have come to learn, *all* of APHIS' employees play a critical role in ensuring our success in handling the emergency response programs that have increasingly become part of our Agency's mission in recent years. " – Ron DeHaven, Administrator, 2005

In FY2007, the EMLC sponsored a Working Group to create the APHIS Mobilization Guide. This guide will serve to communicate APHIS policies and procedures regarding how employees will be mobilized for future emergency response events. The MGWG has collaborated on the policy and operational issues that must be addressed so that we have a clear and effective Mobilization Guide and we have the systems in place to support emergency response.

### DISCUSSION

The MGWG got comments from all segments of the organization on this issue. It became clear that there are specific needs to consider as we define resources and categorize them in the APHIS Resource Ordering and Status System (ROSS). The MGWG considered several options, including the need to identify all employees and position types available for incident response at any given time. Operationally, we must be able to distinguish which resources are immediately deployable in advance of an incident, and what resources are available for deployment upon request from the Lead Program Unit and with clearance of the selected employee's program or support.

### PRACTICALITY AND IMPLEMENTATION CONSIDERATIONS

APHIS is using the ROSS system to support its emergency response efforts. ROSS is a system developed by the Forest Service, who maintains the source code. Agencies can utilize the system, but USDA does not allow modification to that source code. There are three ways to categorize availability status:



Safeguarding American Agriculture

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Federal Relay Service  
(Voice/TTY/ASCII/Spanish)  
1-800-877-8339

## DECISION MEMORANDUM FOR THE EMLC

Page 2

- **Available** – All employees are certified as qualified for one or more emergency response positions.
- **At Incident** – Employees are currently assigned to an emergency incident and therefore not available for other assignments,
- **Unavailable** – Employees who have met the conditions for exemption and any employee whose mission priority is such that may exclude them from mobilization. These conditions are outlined in Chapter 10 of the APHIS Mobilization Guide.

It is important to be able to identify those resources that are immediately deployable. This distinction can be made in ROSS by taking advantage of another field called “Available To” (see highlighted comment on diagram entitled “Level of Availability” below). The existing codes are defined to mean the following for APHIS purposes:

- **“Available To” Geographic (GACC)** – Resources that are immediately deployable to an incident and have received prior program clearance for deployment. These resources include Incident Management Teams and other designated resources mobilized to establish an Incident Command Post and structure in the early stages of an incident.
- **“Available To” Local** – Resources that are available for deployment upon request from the Lead Program Unit and with clearance with the selected employee’s program or support unit. Requests for employees will be made in accordance to Chapter 10, Section 11.6 Selection, of the APHIS Mobilization Guide. An example of what this will look like is shown below:

Resource Name >	Home Unit	Status	Last Stated	Prep. From	Available To	Location
ABBOTT, CORY D	WS State Dire...	Available	11/15/2007 1...		Local	WS State Director Office - ...
ACEVEDO, VICTOR M	APHIS Easter...	Available	11/19/2007 1...		Local	APHIS Eastern Region IE ...
ACOSTA FRANCO, JOSE A	VS Area Veteri...	Available	08/14/2007 1...		GACC	VS Area Veterinarian-in-C...
ADAMS, MEGAN E	APHIS Easter...	Available	08/14/2007 1...		GACC	APHIS Eastern Region A...
AHTILA, FRED J	VS Area Veteri...	Available	08/14/2007 1...		GACC	VS Area Veterinarian-in-C...
ALEXANDER, MITCHELL T	VS Area Veteri...	Available	08/14/2007 1...		GACC	VS Area Veterinarian-in-C...

(Note: Sample of ROSS Practice Database – not factual data)

### BENEFITS

The benefits of this approach ensure that both the policy requirements and the operational issues that confront APHIS are met. All APHIS employees are available, and are certified as qualified for one or more emergency response positions. Moreover, the operational needs of the programs are met because they will easily be able to determine who can be immediately deployed, which is critical for quick incident response.

DECISION MEMORANDUM FOR THE EMLC

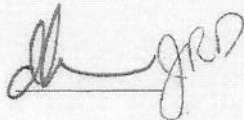
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**RECOMMENDATION**

The MGWG recommends to the EMLC use of the ROSS Status field as outlined above (i.e., available, at incident, unavailable in accordance with procedures outlined in Chapter 10 of the Mobilization Guide), and use of the ROSS Available To field to distinguish between those who are immediately deployable, and those who are available for deployment upon request from the Lead Program Unit and with clearance with the selected employee's program or support unit. The Mobilization Guide will be modified to reflect this decision.

**DECISION**

Approve:

A handwritten signature in black ink, appearing to be "J. G. R.", written over a horizontal line.

Disapprove: \_\_\_\_\_

Discuss with EMLC: \_\_\_\_\_

Date:

12/04/07

Reviewed by: \_\_\_\_\_



## Memorandum of Understanding for the Mobilization Guide and Temporary Duty Assignments

### Section 1. Purpose

- A. The purpose of this MOU is to set forth procedures for assigning bargaining unit employees to domestic temporary duty (TDY) assignments. The procedures provide for a volunteer process followed by a mandatory system for temporary duty assignments. The only exemptions from these provisions are bargaining unit employees who participate in the regional Incident Management Teams (IMT) and Emergency Support Function 11 (ESF-11) collateral duty employees (e.g., Desk Officers).
- B. All types of emergencies requiring domestic TDY deployments are covered by this MOU. Where conflicts exist between this MOU and the MOB Guide, this MOU shall be controlling. The Parties agree that the procedures outlined in this MOU and the Mobilization Guide do not apply to temporary foreign TDY assignments. The National Agreement contains an article that addresses the procedures for foreign TDY assignments.
- C. This MOU supersedes all previously negotiated procedures for TDY assignments. The Mobilization Guide and this MOU will become effective no sooner than thirty (30) calendar days after final agreement by the Parties.
- D. This agreement shall remain in effect for a period of 2 years, and shall renew automatically in one year increments thereafter, unless a request to renegotiate is received by either party within the 30-days prior to renewal or this agreement is superseded by a new National Collective Bargaining Agreement.
- E. Upon implementation of this agreement, each employee will be tracked by the last date when he/she returned from a TDY assignment. This includes voluntary and mandatory assignments. Only TDY assignments completed after the actual implementation date of this agreement will be used for tracking purposes. Employees having completed a TDY assignment will be moved to the bottom of any voluntary or mandatory lists and listed by the return date of the TDY assignment. Employees having the same return date will be listed in order by Leave Service Computation Date (SCD). All references to SCD within this MOU will be to the Leave Service Computation Date identified on employee's electronic pay stub.
  1. When a TDY assignment has not been completed after initial implementation of this agreement the sole criteria for tracking an employee on a volunteer list will be SCD seniority.
  2. When a TDY assignment has not been completed after initial implementation of this agreement the sole criteria for tracking an employee on the National Mandatory List will be SCD juniority.

## **Section 2. Domestic TDY Information**

- A. For the purpose of this MOU, a TDY assignment is defined as an assignment of more than 10 working days, including travel time, to a work location outside the employee's regular duty station.
- B. A TDY assignment normally will not exceed 28-calendar days (21-calendar days when the TDY assignment is administered above the PPQ level). However, the Employer retains discretion to extend or shorten a TDY assignment based on the nature of the emergency. To the extent possible, employees will be given at least ten (10) working days advance notification of any mandated changes to the length of the deployment.
- C. The Parties have agreed that it is in the interests of both Parties for selection procedures to be transparent. Lists compiled for voluntary and mandatory TDY assignments will be made available on the intranet.
- D. The Parties have agreed that the Employer may make TDY assignments by state or local level based on the fact circumstances of the emergency. In these cases the qualified employees would be from the applicable state or local level. The Union may request a copy of the list used to select the employees.

## **Section 3. Volunteers**

- A. A volunteer is a bargaining unit employee who has identified himself/herself as being available for a specific TDY assignment as an act of free will. Volunteering signifies that the employee is willing to voluntarily begin deployment 24 hours from the date the period for volunteering closes.
- B. Volunteers will be solicited by an electronic communication addressed to all PPQ employees. Normally, the Employer will provide at least 24 hours for volunteers to respond to the communication. The communication will provide specific information on all of the following:
  - 1. the closing date and time for the period to respond;
  - 2. the specific dates of the TDY assignment, when known;
  - 3. the location and nature of the emergency;
  - 4. expected work hours;
  - 5. physical demands required;
  - 6. specific qualifications and any specialty positions needed;
  - 7. and, recognize that the information may be subject to change.
- C. The following criteria must be met in order for bargaining unit employees to be eligible to volunteer for a TDY assignment:
  - 1. valid state driver's license;
  - 2. permanently employed;
  - 3. fully successful rating (satisfactory on ICS 225) on last evaluation of record, if available.

In addition, specific positions may be exempt at the discretion of the Employer. Examples may include but are not limited to Identifiers and Canine Officers. The Employer will notify the Union of any exempted positions.

#### **Section 4. Selection Process for TDY Assignment**

- A. Upon completion of the period of time to respond to a communication to all PPQ employees soliciting volunteers, the Employer will rank employees on a volunteer list. Employees will be initially ranked in order by Service Computation Date (SCD) with the most senior employee first and then in descending order. However, employees with a date of returning from a TDY deployment after the implementation of this agreement will be moved to the bottom of the volunteer list and listed by the TDY return date. Employees with the same return date will be listed in order by SCD. Volunteers will be selected from the list in the order of appearance based on availability and qualifications.
- B. When a specific qualification (skill, knowledge or ability) is required for a TDY assignment, the Employer will select the first available employee with the required qualification(s). If there is not an available employee on the volunteer list with the necessary qualification(s), then a qualified and available employee will be selected from outside the volunteer list in accordance with the mandatory procedures. For example, when the qualifications of a Plant Health Safeguarding Specialist are required, other bargaining unit employees may be passed over until an employee with the desired qualification is reached or the voluntary list is exhausted and the mandatory list is utilized.
- C. The regions may identify specific states as unavailable for TDY assignment due to ongoing emergency programs within the state. For example, employees within the state of California may be identified as unavailable due to intrastate emergencies.
- D. The supervisor may identify an employee as "unavailable" for a TDY assignment with the concurrence of the Regional Director or designee when staff reductions may result in the work unit's inability to accomplish required program activities.
- E. The Employer will identify as "unavailable" employees returning from foreign TDY and/or developmental assignments for a period of 21 calendar days upon return to his/her duty station. As with all emergency response operations, this is a general guideline that is subject to change based on the severity and scope of the emergency.
- F. After qualified and available volunteers have been exhausted the Employer will utilize the mandate procedures.

#### **Section 5. Notification Process for All TDY Assignments**

- A. Normally, employees will be provided as much advance notice of TDY assignment as possible, with a minimum of 14 days being desirable. However, some employees may be required to report on shorter notice for the initial TDY rotation. To the extent possible, the minimum reporting time for a mandatory TDY assignment from the date of the notice shall be 48 hours for employees in CONUS and 72 hours for employees reporting from outside CONUS.
- B. Initial notification should include the following information:
  - 1. reporting data and anticipated length of assignment;
  - 2. project intake duty station;



3. project information; (i.e., specifics of the primitive working conditions and inherent physical demand requirements (if known));
4. uniform requirement;
5. contact person and telephone number;
6. additional (if any) pertinent information;
7. Union representative to contact for the TDY assignment.

## **Section 6. General TDY Information**

- A. All TDY eligible bargaining unit employees may be required to participate in the Government Travel Charge Card program.
- B. When an employee is identified as unavailable or not qualified for TDY assignment then the employee will be passed over if his or her name is reached on the National Mandatory TDY List.
- C. When warranted due to the lack of available and qualified bargaining unit employees voluntarily requesting TDY assignments, employees will be mandated by using the National Mandatory TDY List. All bargaining unit employees will initially be placed on the National Mandatory TDY List by reverse Service Computation Date (SCD). New employees will be placed at the top of the list, but will not be mandated until all eligibility requirements have been met. Once an employee has completed a TDY assignment after the date of implementation of this agreement (voluntary or mandatory), his/her name will be moved to the bottom of the National Mandatory TDY List and will be identified by the date of the completion of the TDY assignment. Employees having the same date of completion will be listed in order by completion date and reverse SCD.
- D. Hazardous duty pay premiums will be paid when required by law, rule or regulation.
- E. Employees currently on TDY may be offered a TDY extension prior to the Employer utilizing any of the voluntary or mandatory lists.
- F. Once the employee reports to the TDY induction site, then the service shall be counted as attendance at a TDY assignment.
- G. Except in emergency situations, the Employer shall not contact employees while on annual leave for the purposes of making a mandatory TDY assignment. If an attempt is made to contact an employee, it will be on the telephone number provided by the employee for TDY contact, if any.
- H. The Employer has determined that only law enforcement personnel, trained to carry a weapon will be required to perform armed military or police duties on Domestic TDY assignments.
- I. The Employer may authorize a rest period not in excess of 24 hours at either an intermediate point or at the employee's destination if:
  1. the origin or destination point is outside of CONUS;
  2. the scheduled flight time, including stopovers, exceeds 14 hours;
  3. travel is by a direct or usually traveled route; and,
  4. travel is by coach-class service.

In addition, an employee may be granted up to two (2) hours of excused absence before or after a period of travel, if the time of departure from or arrival at the official duty site would not allow substantive work to be accomplished.

Upon an employee's notification of deployment of forty eight (48) hours or less, that employee may be granted a reasonable amount of Administrative Leave, up to eight (8) hours in order to make preparations for the TDY.

- J. The Employer may authorize per diem or actual expense and round-trip transportation expenses for periodic return travel on non-workdays to his/her home or official station under the following circumstances:
1. the Employer requires the employee to return to his/her official station to perform official business; or
  2. the Employer will realize a substantial cost savings by returning the employee home; or
  3. periodic return travel home is justified incident to an extended TDY assignment.
- K. Volunteers may be reconsidered at the local level prior to a mandatory assignment. It is the employee's responsibility to attempt to identify a volunteer for his/her mandatory TDY assignment. All efforts to secure management approval for a substitute for a mandatory assignment must conclude without any delay in the deployment process.

A qualified and available employee, who obligates himself/herself to attend a TDY in another employee's stead, will receive TDY credit on the mandatory and voluntary tracking lists upon completion of the assignment.

Any employee who has secured a qualified and available substitute shall be deferred mandatory assignment for that round only, but shall remain at the same position on the National Mandatory TDY List for subsequent rounds.

### **Section 7: Union Representative Information**

- A. The Employer shall provide Union representative contact information provided by NAAE in printed project intake materials issued to the unit employee upon arrival at the TDY site.
- B. Union representatives will be authorized travel and attendance at a TDY location in accordance with Article 11 Official Time in the National Collective Bargaining Agreement.

### **Section 8. Safety and Health**

- A. Any Personal Protective Equipment (PPE) that is required on the TDY assignment will be provided to employees.
  1. When employees are required to perform duties on a TDY assignment that requires full-face masks and the employee requires prescription glass inserts and

does not already have them, then the Employer will provide them at no cost to the employee.

2. Employees required to perform duties on a TDY assignment that require advanced certification and/or medical clearance (e.g. fit testing and medical clearance for supervising methyl bromide fumigations) in accordance with OSHA regulations, will have the advance certification and/or medical clearance completed prior to deployment or during project orientation at the work site. The Employer will maintain certification records and medical clearance records.
- B. The Employer will maintain safe project working conditions and equipment in accordance with government regulations and OSHA requirements. Employees will be cleared and trained for use of all safety equipment prior to the use of that equipment in accordance with OSHA regulations, when applicable, and any safety information provided with the equipment.
- C. The Employer will provide reasonable security for employees working in potentially unsafe work sites.
- D. Supplemental gear (e.g. steel toe boots, snake bite chaps, etc.) required by the Employer for the TDY assignment and not provided in the Uniform Contract will be provided to employees in advance of deployment or during project orientation at the work site. Supplemental clothing (e.g. cold weather gear, etc.) required by the Employer for the TDY assignment that is provided in the Uniform Contract and is not necessary for regular use in the employee's official duty station, will be provided to employees that have already exhausted their annual uniform allowance in advance of deployment or during project orientation at the work site.
- E. In advance of deployment or during project orientation at the work site, employees will be provided the opportunity to receive at the Employer's expense necessary vaccinations (e.g., Hepatitis B, seasonal influenza, and tetanus, etc.).
- F. The duties assigned to bargaining unit employees mandated to a TDY assignment will be consistent with the physical and medical requirements of the employee's position description to the extent possible.  
If an employee believes performance of his/her assigned duties will jeopardize his/her health or exceed his/her physical capabilities, then the employee will promptly notify the supervisor and request another assignment. The supervisor will evaluate the request and make a decision based upon the employee's explanation and the nature of the TDY assignment. The Employer may provide a temporary light duty assignment or other available work, return the employee to his/her regular duty station, deny the request with an explanation or, take other action as appropriate.
- G. The Employer will maintain an occupational medical monitoring program in accordance with OSHA regulations, the APHIS Safety and Health Manual and all other pertinent Federal, State and local requirements. Actual and/or potential exposure to job hazards will be addressed by the Employer who may order medical evaluations/clearances, testing, vaccinations, or medications. Every effort will be made to have medical monitoring completed prior to deployment; however, the very nature of emergency response may preclude having all medical monitoring processes completed prior to deployment. Until medical monitoring is complete and the employee is medically cleared, the employee will

not perform duties which may actually or potentially expose them to the identified job hazards.

- H. The Parties recognize that employee's regular family practice physicians may not have experience and expertise with employees deployed to outbreaks of pests or diseases threatening agricultural production and trade, other agricultural health situations threats to natural resources, threats to public health, agricultural terrorism and all hazard incidents. After the Employer has made the decision to deploy employees for a TDY assignment, the Employer will provide sufficient information so that the employee can determine whether he/she should seek medical documentation for exemption from certain duties.
- I. The Employer will provide the employee contact information to obtain medical and/or veterinary information as applicable, prior to or at demobilization regarding measures the employee should take before reintroduction to his or her household and shall bear the expense of any necessary prophylactic measures, including but not limited to, vaccinations, medications, quarantines, and social distancing when required by quarantine or biosecurity protocols.

## **Section 9. Availability Exemptions**

All requests for availability exemptions must be in writing and presented to the employee's supervisor. The documentation provided shall be used for determining situations when an employee may be excused from certain mandatory TDY assignments.

### **A. Medical Conditions**

1. The parties agree that requests for medical availability exemptions impacting employee TDY assignments are special cases where time is of the essence. The employee is responsible for providing the Employer with medical documentation that precludes participation in the assigned TDY. Medical documentation precluding an employee from TDY assignment must be current (normally, within 180 days).
2. The APHIS Mobilization Guide contemplates that employees may be mandatorily detailed to natural disasters and other national emergencies that may have primitive living conditions and/or working duties not in the employee's job description with short notice. In those situations where the employee is provided short notice to perform duties that may be outside of their medical restrictions, the employee may request a medical unavailability exemption. These circumstances may necessitate a request from the employee without medical documentation to substantiate the request. The Employer will provide reasonable time for the employee to procure the medical documentation.
3. The employee must have his/her physician provide a narrative statement (based on a review of current medical documentation from his/her records) in response to each item listed below (*See Attachment 1*):
  - a. identify the general nature of the condition;
  - b. identify the anticipated duration of the condition;



- c. identify any work restrictions or other changes in working conditions required; and,
  - d. indicate whether there is the likelihood of sudden incapacitation.
4. The Employer will evaluate the request and make a decision on the medical unavailability exemption. The Employer may identify the employee as eligible for a medical availability exemption; dispatch the employee to the TDY assignment with temporary medical restrictions; forward the medical documentation for further review by the Employer's Medical Officer; deny the request in writing; or, take other action as appropriate.

**B. Serious Personal Obligations or Hardships**

1. The employee must submit a detailed narrative explaining the nature of the obligations and provide supporting documentation.
2. If the personal obligation involves the health of a family member, the employee must provide a narrative statement from the family member's physician. The physician's statement must address the nature and severity of the illness (of the family member). The physician's statement must also specifically address the employee's need to care for the family member. If a spouse or other family member cannot provide the care, then the statement must explain in detail.
3. If the personal obligation involves the care of a family member (i.e., elderly parent, child, etc.), the employee must provide a narrative statement explaining other options explored, and why these other options are not viable. Additionally, the employee must provide supporting documentation for the options explored and any responses from those sources.

**C. Jury or Court Obligations**

1. Employees may be considered to be unavailable for TDY assignment for periods during which the employee is obligated to service for Jury Duty. The employee must provide a copy of any summons or similar document to the employee's supervisor for consideration.
2. Employees may be considered to be unavailable for TDY assignment for period during which the employee is obligated to appear in court or under subpoena for testimony. The employee must provide a copy of the summons, subpoena or similar documentation to the employee's supervisor for consideration.

**D. Military Duty**

The Employer will identify as unavailable an employee on National Guard, Reserve or recall military duty.

**E. Annual Leave**

1. Prior to the start of the leave year each employee will be permitted to select, identify and receive approval for up to six (6) weeks of long-term annual leave, if accrued during the year or carried over from the previous year, in

accordance with local negotiated procedures. Long-term annual leave is defined as annual leave approved for a minimum of a full work week and may be in 32-hour increments when there is a holiday. This long-term leave will be identified for purposes of this Agreement as unavailable for a TDY assignment.

In those offices not selecting periods of annual leave at the beginning of the calendar year, the six weeks of long-term annual leave must be identified, requested and approved during the calendar year at least 30 calendar days prior to the notification for TDY assignment to qualify as a period of unavailability.

2. When the long-term annual leave is annotated for unavailability for TDY deployment, the weekend (Saturday and Sunday) prior to the long-term annual leave and the weekend following the long-term annual leave will also be identified as not available.
3. Nothing in these provisions shall preclude an employee from requesting and receiving approval for additional periods of annual leave. If an employee with an additional period of annual leave is notified of a TDY deployment, then the employee may request to be considered for the next TDY deployment and be passed over on the TDY list. The Employer will make a decision on the request based on the employee's individual circumstances and the nature of the emergency.
4. If it becomes necessary in an emergency situation for the Employer to cancel approved leave for a TDY assignment, then the Employer will provide a written cancellation to the employee and will provide notification to the Union.
5. When cancelled leave results in an employee having excessive use or lose annual leave balance, then the employee must make an effort to request to use the annual leave during other periods of time before the end of the leave year. In addition, the Employer will continue to follow the rules and regulations for restoration of forfeited annual leave.

#### **F. Union Activity**

For PPQ administered emergencies the Employer may consider Union representatives unavailable for TDY assignment when the Union representative is scheduled for meetings on official time at the national or regional level. This includes committee meetings and national consultative or negotiation meetings.

#### **G. Return TDY Assignments**

Major incidents may require one or multiple return assignments or rotations. As a general rule, an employee can expect to return to their home duty station for at least the same length of time they were on the emergency assignment. During this period of time the employee would be identified as unavailable for TDY assignment. For example, if the employee was on a TDY assignment for 21 calendar days, that employee can expect to return home for a minimum of 21 calendar days before the next rotation. As with all emergency response

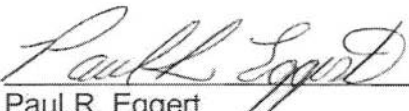
operations, this is a general guideline that is subject to change based on the severity and scope of the emergency.

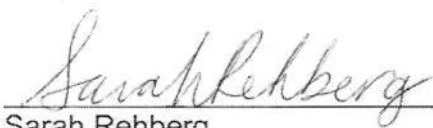
**H. Other Exemptions**

The Employer will consider any other valid reason for TDY exemption not specified above, presented by the employee or the Union. This may include objections to certain types of work, or fixed schedule life events, such as graduations, weddings, school, college, etc., that normally do not require the taking of advanced annual leave.

**I. Denials and Appeals Process**

1. When the Employer denies an exemption request pursuant to this Agreement, in whole or in part, the employee shall be entitled to a written letter of denial. The letter will contain the justification for the denial and the alternative options the Employer may afford the employee.
2. An employee denied a request for an unavailable designation for TDY assignment may exercise his/her rights to initiate a grievance through an expedited grievance procedure. The expedited grievance procedure for a denied request for an exemption will be subject to appeal through the negotiated grievance procedures, but will be initiated at the Regional Director level. No informal grievance is required.

  
\_\_\_\_\_  
Paul R. Eggert  
Associate Deputy Administrator,  
Plant Protection and Quarantine Programs

  
\_\_\_\_\_  
Sarah Rehberg  
President,  
National Association of Agriculture Employees

Approval Date: 4-08-2009

## REQUEST FOR TEMPORARY LIGHT DUTY

Personal medical information provided to the Government is strictly controlled under the Privacy Act.

This form is to be completed by the employee's physician when requesting temporary light duty. Temporary light duty is for a non-job related injury that is temporary in nature and expected to be of short duration.

Name of Employee: \_\_\_\_\_

1. Please identify the general nature of the condition requiring temporary light duty:

2. Please identify the anticipated duration for the need for temporary light duty:

3. Please identify any work restrictions or other changes in working conditions required the temporary condition:

4. Please indicate whether there is the likelihood of sudden incapacitation:

\_\_\_\_\_  
Signature of treating physician

\_\_\_\_\_  
Date

Attachment 1



Memorandum of Understanding for the Mobilization Guide and  
Temporary Duty Assignments

**Section 1. Purpose**

- A. The purpose of this MOU is to set forth procedures for assigning bargaining unit employees to domestic temporary duty (TDY) assignments. The procedures provide for a volunteer process followed by a mandatory system for temporary duty assignments.
- B. All types of emergencies requiring domestic TDY deployments are covered by this MOU.
- C. This agreement shall remain in effect for a period of 2 years, and shall renew automatically in one year increments thereafter, unless a request to renegotiate is received by either party within the 30-days prior to renewal or this agreement is superseded by a new National Collective Bargaining Agreement.
- D. Upon implementation of this agreement employees will be tracked by the last date when he/she returned from a TDY assignment. This includes voluntary and mandatory assignments. Only TDY assignments completed after the actual implementation date of this agreement will be used for tracking purposes. Employees having completed a TDY assignment will be moved to the bottom of any lists and listed by the return date of the TDY assignment. Employees having the same return date will be listed in order by Service Computation Date (SCD).
  - 1. When a TDY assignment has not been completed after initial implementation of this agreement the sole criteria for tracking an employee on a volunteer list will be SCD seniority.
  - 2. When a TDY assignment has not been completed after initial implementation of this agreement the sole criteria for tracking an employee on the National Mandatory List will be by reverse seniority.

**Section 2. Domestic TDY Information**

- A. A TDY assignment normally will not exceed 28-calendar days. However, the Employer retains discretion to extend or shorten a TDY assignment based on the nature of the emergency.
- B. To the extent possible, employees will be given advance notification of any mandated changes to the length of the deployment.
- C. The Employer may make TDY assignments by state or local level based on the fact circumstances of the emergency. In these cases the qualified employees would be from the applicable state or local level.

**Section 3. Volunteers**

- A. A volunteer is a bargaining unit employee who has identified himself/herself as being available for a specific TDY assignment. Volunteering signifies that the employee is

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- willing to voluntarily begin deployment 24 hours from the date the period for volunteering closes.
- B. Volunteers will be solicited by an electronic communication addressed to all PPQ employees. Normally, the Employer will provide at least 24 hours for volunteers to respond to the communication. The communication will provide specific information on all of the following:
    - 1. the closing date and time for the period to respond;
    - 2. the specific dates of the TDY assignment, when known;
    - 3. the location and nature of the emergency;
    - 4. expected work hours;
    - 5. physical demands required;
    - 6. specific qualifications and any specialty positions needed
  - C. The following criteria must be met in order for bargaining unit employees to be eligible to volunteer for a TDY assignment:
    - 1. valid state driver's license; if applicable
    - 2. permanently employed;
    - 3. fully successful rating on last evaluation of record, if available.
  - D. In addition, specific positions may be exempt at the discretion of the Employer.

**Section 4. Selection Process for Voluntary and Mandatory TDY Assignments**

- A. The Employer will rank responses received from employees and place them on a list by Service Computation Date (SCD) with the most senior employee first and then in descending order. However, employees with a date of returning from a TDY deployment after the implementation of this agreement will be moved to the bottom of the list and listed by the TDY return date. Employees with the same return date will be listed in order by SCD and will be selected from the list in the order of appearance based on availability and qualifications.
- B. When a specific qualification (skill, knowledge or ability) is required for a TDY assignment, the Employer will select the first available employee with the required qualification(s) from the list.
- C. After qualified and available volunteers have been exhausted the Employer will utilize the mandatory procedures.
- D. The supervisor may identify an employee as "unavailable" for a TDY assignment with the concurrence of the Regional Director or designee when staff reductions may result in the work unit's inability to accomplish required program activities.

**Section 5. Notification Process for All TDY Assignments**

- A. Employees will be provided as much advance notice of TDY assignment as reasonable, with a minimum of 14 days being desirable. However, some employees may be required to report on shorter notice for the initial TDY rotation.

Initial notification should include the following information:

- 1. reporting date and anticipated length of assignment;
- 2. project intake duty station;

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3. project information; (i.e., specifics of the primitive working conditions and inherent physical demand requirements (if known));
4. contact person and telephone number;
5. additional (if any) pertinent information;

### **Section 6. General TDY Information**

- A. When an employee is identified as unavailable or not qualified for TDY assignment then the employee will be passed over if his or her name is reached on the National Mandatory TDY List.
- B. When warranted due to the lack of available and qualified bargaining unit employees voluntarily requesting TDY assignments, employees will be mandated by using the National Mandatory TDY List. All bargaining unit employees will initially be placed on the National Mandatory TDY List by reverse Service Computation Date (SCD). New employees will be placed at the top of the list, but will not be mandated until all eligibility requirements have been met. Once an employee has completed a TDY assignment after the date of implementation of this agreement (voluntary or mandatory), his/her name will be moved to the bottom of the National Mandatory TDY List and will be identified by the date of the completion of the TDY assignment. Employees having the same date of completion will be listed in order by completion date and reverse SCD.
- C. Hazardous duty pay premiums will be paid when required by law, rule or regulation.
- D. Employees currently on TDY may be offered a TDY extension prior to the Employer utilizing any of the voluntary or mandatory lists.
- E. Upon an employee's notification of deployment of forty eight (48) hours or less, that employee may be granted a reasonable amount of Administrative Leave, up to eight (8) hours in order to make preparations for the TDY.

### **Section 7. Availability Exemptions**

The APHIS Mobilization Guide, contemplates there may be occasions where an employee may be detailed to natural disasters and other national emergencies that may have primitive living conditions and/or working duties not in the employee's job description.

Employee's who have issues reporting to the TDY assignment due to medical or personal situations, may request unavailability exemption. All requests for unavailability exceptions must be in writing and presented to their supervisor in accordance with the provisions below.

#### **A. Medical Conditions**

1. Requests for medical exemptions are the responsibility of the employee. The employee must provide the Supervisor a completed Certification of Health Care Provider Form. The Certification of Health Care Provider Form provided must be current in order to be accepted, (generally within 180 days).
2. The Supervisor will evaluate the request and make a decision on the medical unavailability exemption. The Supervisor may identify the employee as eligible for a medical exemption; dispatch the employee to the TDY assignment with temporary restrictions; deny the request in writing; or take action as appropriate.

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### **B. Serious Personal Obligations or Hardships**

1. Employee(s), who have serious personal or hardship issues, may request an unavailability exception by submitting a Request for Exemption from Temporary Duty Assignment Form along with any supporting documentation.
2. If the personal obligation involves the care of a family member, due to health reasons, the employee may request an unavailability exception by submitting a completed Certification of Health Care Provider Form to their immediate Supervisor.

### **C. Jury or Court Obligations**

Employees scheduled for Jury Duty or for a Court appearance may request an unavailability exemption by submitting a Request for Exemption from Temporary Duty Assignment Form to their immediate Supervisor.

### **D. Military Duty**

The Employer will identify as unavailable an employee on National Guard, Reserve or recall military duty.

### **E. Annual Leave**

1. Employees will be permitted to select, identify and receive approval for up to two periods of long-term annual leave. Long-term annual leave is defined as leave approved for a minimum of a full work week and may be in 32-hour increments when there is a holiday. The two periods of long-term leave must be identified, requested and approved at least 30 calendar days prior to the notification for TDY assignment to qualify as a period of unavailability and may not exceed the leave earned by the employee in a leave year.
2. Nothing in these provisions shall preclude an employee from requesting and receiving approval for additional periods of annual leave. If an employee with an additional period of annual leave is notified of a TDY deployment, then the employee may request to be considered for the next TDY deployment and be passed over on the TDY list. The Supervisor will make a decision on the request based on the employee's individual circumstances and the nature of the emergency.

### **F. Other Exemptions**

The Supervisor will consider any other valid reason for TDY exemption not specified above, presented by the employee.

### **G. Appeals of TDY Exemptions**

An employee may appeal the decision of his/her supervisor through the Union President/designee to the next higher level supervisor and then the Regional Director/designee for consideration. The decision of the region will be the final decision and will not be eligible for additional consideration at any other levels.

## **Section 8. Safety and Health**

- A. The Employer will maintain safe project working conditions and equipment in accordance with government regulations and OSHA requirements.
- B. The Agency will make an effort to assist employees in the temporary use of items that are needed for the environment at their TDY location and that are not normal and customary

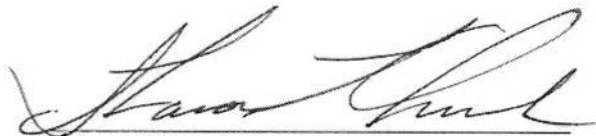
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- for the employee to have at their permanent duty location (i.e. heavy coats for extremely cold climates).
- C. Employees will be provided the opportunity to receive vaccinations determined by the Employer to be necessary in advance of deployment or during project orientation at the work site.
  - D. Both parties expect employees and managers be treated with dignity and respect.



Paul R. Eggert  
Associate Deputy Administrator,  
Plant Protection and Quarantine Programs



Sharon Church  
President,  
National Association of Plant Protection and Quarantine  
Office Support Employees

Approval Date: 3-12-09

**Request for Exemption from Temporary Duty Assignment**

(When completed, this form is to be presented to the employee's immediate supervisor)

Employee's Name: \_\_\_\_\_

Which category does your request to be excused from an Emergency TDY fall?  
Please check as appropriate.

Child care Obligations \_\_\_\_\_ Elder care Obligations \_\_\_\_\_

Civic responsibility \_\_\_\_\_ One time event (wedding, graduation, etc) \_\_\_\_\_

Organization responsibility \_\_\_\_\_ Educational responsibility \_\_\_\_\_

Court Obligation (Must Include copy of court summons) \_\_\_\_\_

Other employment responsibility \_\_\_\_\_

Other: (please explain below) \_\_\_\_\_

---

An explanation must be provided below concerning the impact the checked responsibility would create and how it would impair your ability to travel. Include dates if the situation is not permanent.

Explanation:

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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6. A) If employee will be able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee should provide you with information about the essential job functions)? If yes, please list the essential functions the employee is unable to perform:

B) Identify any work restrictions or other changes in working conditions required:

C) Indicate whether there is the likelihood of sudden incapacitation:

---

7. Is care required for a family member?  
If yes, does the patient require assistance for basic medical or personal needs or safety, or for transportation? If yes, please explain the care needed and probable duration:

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---

Signature of Health Care Provider

---

Type of Practice

---

Printed Name of Health Care Provider

---

Telephone Number

---

Address

---

Date

---

City, State, Zip Code

---