

The following is clarification on providing availability information in the Service's Deepwater Horizon Oil Spill Responder Database. Providing and maintaining accurate and up to date information is critical to allow our people on the incident to efficiently fill orders for personnel. In a situation such as the Deepwater Horizon Oil Spill, time is precious, and wasting time trying to find available personnel is not an option. Therefore, please have your employees keep in mind the following regarding the Responder Database.

- **Keep your availability up to date.** This can be done by entering the database (under your own Active Directory information), and simply adding or subtracting dates. Be sure that you save your changes by clicking the "submit" button at the bottom of the page.
- Employees may be called up with no more than 48 hours notice. Some positions are being scheduled out many days or even weeks early, but others are still being filled on short notice, including emergency fill positions for people who must end deployment early.
- Block out time on your calendar for "potential deployment" that matches the available dates indicated in the database. If something comes up that will not allow deployment during those dates, **immediately change your availability in the database.** Please recognize that the Oil Spill is a top priority for the Service, so weigh competing activities carefully.
- Indicate availability for 3 or more consecutive weeks that you could be on the incident. Even the minimum 14 day deployment will require 14 days on site, ~2 days of travel round trip, and 2 days of mandatory R&R. Deployments can also begin on any day of the week.
- **Pre-approval** from supervisor must be obtained for all available weeks. As work schedules change, confirm changes in availability with supervisor.
- Availability indicated in the database is considered a "yes" to deployment, barring any major life event (e.g., death in family, major medical issue, house fire or other disaster).

There have been technical difficulties with the database, and work to correct those issues has resulted in a stable database. Currently, a new interface is being developed to make data entry and searching for responders easier and more effective. Please keep in mind that the database is linked to the Active Directory, so to avoid issues, employees must enter their own information under their own account. Thank you for your continued assistance and support.