

# DEPLOYMENT POLICIES AND PROCEDURES

## Automated Deployment Database (ADD) – 1-888-853-9648

- Unless you are deployed, you are required to record your availability for deployment at least once each month, using the above toll-free number. Call as often as you like to check or change availability. **Be sure to make a selection!** Calling will provide up-to-date information on your availability and help speed the deployment process. Your calls are the only way FEMA will know if you are available to be deployed.
- When you record your availability for deployment, note the requirement that you accurately state your availability. Indicating that you are available to deploy will be understood to mean that you commit to deploy for no less than two weeks and to deploy to any location where a disaster operation is planned or underway. If you record your status as available for deployment, but refuse to deploy, failure to provide an adequate justification for inaccurately recording your availability could result in disciplinary actions up to and including termination.

## DEPLOYMENT

- You are required to accept deployment orders of any type only from ADD. Your Region may contact you to inform you of a training opportunity, meeting or other non-disaster specific travel, but ADD will call you with your deployment orders. **YOU MUST NOT INITIATE TRAVEL WITHOUT RECEIVING AN OFFICIAL CALL THAT YOUR DEPLOYMENT HAS BEEN PROPERLY REQUESTED USING ADD.**
- Once deployment travel arrangements are made, any situation causing more than an 8-hour delay beyond your required arrival time must be reported using the following process:
  - When using National Travel for disaster travel arrangements, you must call National Travel **1-800-624-8283** to inform them of the change in your itinerary, and request assistance in expediting your arrival;
  - When using your own vehicle, you must call **1-888-853-9648** and leave a message explaining the reason for the delay and your new anticipated arrival time.

## CHECK-IN

- Upon arrival to the disaster duty station, **you must check in immediately to ADD by phone by calling 1-888-853-9648.** As you receive new information, for example, where you are staying, this new information must be relayed immediately through this toll-free number.

## CHECKOUT

- When checking out of your assignment, **you must call 1-888-853-9648 to be released.** If you do not call this number you will remain as “deployed” in ADD and will be passed over for further assignments.

# FEMA Employee Deployment Checklist

<input type="checkbox"/>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> State or Federally Issued Identification and FEMA Badge (if issued)</li> <li><input type="checkbox"/> Second Form of Identification (Social Security Card, Passport, etc)</li> <li><input type="checkbox"/> Viable FEMA-issued Credit Card</li> </ul>
<input type="checkbox"/>	<p><b><u>All deployments</u> must begin with a deployment request created in ADD.</b></p>
<input type="checkbox"/>	<p><b><u>DAE</u> verification of the deployment request is provided by a call from the Deployment Unit which is the official notification of deployment for DAE personnel prior to making travel arrangements through National Travel.</b></p>
<input type="checkbox"/>	<p><b><u>Non-DAE</u> verification of the deployment request is provided via notification by the supervisor for Non-DAE personnel prior to making travel arrangements through National Travel.</b></p>
<input type="checkbox"/>	<p><b>The Deployment Unit will provide all of the information listed below directly to the deploying DAE (third party or voice mail deployment orders are not acceptable per the Privacy Act of 1974, as amended):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job Number;</li> <li><input type="checkbox"/> Tour Duty Station;</li> <li><input type="checkbox"/> Point of Contact (POC) for the Assignment;</li> <li><input type="checkbox"/> POC Phone Number;</li> <li><input type="checkbox"/> Travel Authorization Code ;</li> <li><input type="checkbox"/> Car Rental Authorization (if vehicle authorized);</li> <li><input type="checkbox"/> Required Arrival Date &amp; Time;</li> <li><input type="checkbox"/> Estimated Duration of the Deployment;</li> <li><input type="checkbox"/> Special Instructions.</li> </ul>
<input type="checkbox"/>	<p><b>All employees must call National Travel and use his/her FEMA issued travel charge card to charge the cost of the plane ticket, hotel and if authorized his/her rental vehicle.</b></p>
<input type="checkbox"/>	<p><b>Any changes in itinerary contrary to deployment orders (delays in travel, etc) are to be reported to the POC.</b></p>
<input type="checkbox"/>	<p><b>When arriving at the deployment destination, <u>all employees</u> are to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call 888-853-9648 to register arrival in the deployment database;</li> <li><input type="checkbox"/> Provide emergency contact information to the duty station admin;</li> <li><input type="checkbox"/> Obtain a new FEMA ID card or Site Specific ID as required;</li> <li><input type="checkbox"/> Report to your supervisor after check-in;</li> <li><input type="checkbox"/> Ask about work assignment standards or limitations;</li> <li><input type="checkbox"/> Call 888-853-9648 to update deployment records (changes in location, lodging, phone number contacts) during the deployment.</li> </ul>
<input type="checkbox"/>	<p><b><u>All employees</u> must complete a travel voucher every 2 weeks (14 days) while he/she is deployed. An on-site Supervisor signature is required. Employees should ensure that the travel voucher is prepared at the JFO/Duty Station Office and a copy of the voucher is sent to the Organization of Record.</b></p>

<input type="checkbox"/>	<p><b><u>All employees must complete a time sheet every pay period during deployment. An on-site Supervisor signature is required for verification. The time sheet will be forwarded to the regular timekeeper for the employee's organization or processed according to local Finance/Admin guidance.</u></b></p>
<input type="checkbox"/>	<p><b>When the assignment/deployment has been completed, prior to demobilization, all employees must,:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Get a copy of his/her performance evaluation, if applicable;</b></li> <li><input type="checkbox"/> <b>Get a copy of training certificate(s), if applicable;</b></li> <li><input type="checkbox"/> <b>Return all JFO equipment and get copies of the receipt;</b></li> <li><input type="checkbox"/> <b>Complete final timesheet and get it signed;</b></li> <li><input type="checkbox"/> <b>Call 888-853-9648 to check out of ADD, update phone numbers and emergency contact information, if needed, and update availability status (for DAE);</b></li> <li><input type="checkbox"/> <b>Submit all travel and supporting receipts to "voucher out".</b></li> </ul>
<input type="checkbox"/>	<p><b>If an employee is going from one assignment to another under the same job number, he/she should notify the Planning Resource Unit Check-in Recorder to request a change of duty station and call the Deployment Unit at 888-853-9648 to make changes to lodging and phone contact information. <u>Do Not check out of ADD when changing duty stations within the same job number.</u></b></p>
<input type="checkbox"/>	<p><b>If an employee is going to another duty assignment under a different job number, ODT, for example, he/she is required to call the Deployment Unit at 888-853-9648 for checkout of the current assignment and deployment to the next. <u>Arrange for a new deployment request to be created if return engagement is expected after the next assignment is completed.</u></b></p>
<input type="checkbox"/>	<p><b>All employees must be prepared for deployments. The following items are suggested:</b></p> <p><b><u>Toiletries:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Alcohol-based hand sanitizer*;</b></li> <li><input type="checkbox"/> <b>Toilet paper;</b></li> <li><input type="checkbox"/> <b>Sun Block - SPF 15 or higher (if appropriate)*;</b></li> <li><input type="checkbox"/> <b>Insect repellent containing DEET (if appropriate)*;</b></li> <li><input type="checkbox"/> <b>Common medical items (aspirin, first aid items, antacids, eye drops);</b></li> <li><input type="checkbox"/> <b>Prescription medication (If possible, up to 3 months' worth);</b></li> <li><input type="checkbox"/> <b>Extra pair of prescription glasses, eyeglasses repair kit and copy of prescription or contact lenses and contact lenses cleaner*;</b></li> <li><input type="checkbox"/> <b>Comb and/or brush;</b></li> <li><input type="checkbox"/> <b>Toothbrush, toothpaste*, dental floss and mouthwash*;</b></li> <li><input type="checkbox"/> <b>Skin moisturizer*, soap*, and shampoo*;</b></li> <li><input type="checkbox"/> <b>Lip balm;</b></li> <li><input type="checkbox"/> <b>Razor*, extra blades*, and shaving cream*;</b></li> <li><input type="checkbox"/> <b>Deodorant*;</b></li> </ul> <p><input type="checkbox"/> <b><u>Toiletries, continued:</u></b></p>

<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Scissors*, nail clippers*, and tweezers*;</li> <li><input type="checkbox"/> Cotton swabs;</li> <li><input type="checkbox"/> Personal hygiene products;</li> <li><b>* If flying, check TSA requirements and restrictions.</b></li> </ul>
<input type="checkbox"/>	<p><b><u>Clothing</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Long pants</li> <li><input type="checkbox"/> Long- and short-sleeved shirts, sweaters (to match the weather);</li> <li><input type="checkbox"/> Hat and bandana/long neckerchief;</li> <li><input type="checkbox"/> Boots or sturdy shoes and extra laces;</li> <li><input type="checkbox"/> Thick socks;</li> <li><input type="checkbox"/> Shower shoes;</li> <li><input type="checkbox"/> Jacket and rain (or snow) gear;</li> <li><input type="checkbox"/> Towel (highly absorbent, travel towels if possible) and washcloth;</li> <li><input type="checkbox"/> Gloves (as appropriate, for the job to be performed);</li> <li><input type="checkbox"/> DHS/FEMA clothing.</li> </ul>
<input type="checkbox"/>	<p><b><u>Items for Daily Living</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sunglasses;</li> <li><input type="checkbox"/> Waterproof watch;</li> <li><input type="checkbox"/> Flashlight and spare batteries;</li> <li><input type="checkbox"/> Security/money belt;</li> <li><input type="checkbox"/> Cash or Traveler's Checks (Power is needed to make credit card payments);</li> <li><input type="checkbox"/> Cell phone (with charger) and list of phone numbers/addresses;</li> <li><input type="checkbox"/> Re-sealable plastic bags;</li> <li><input type="checkbox"/> Three Meals Ready to Eat (MREs) or other nonperishable meals (if instructed);</li> <li><input type="checkbox"/> Portable water purifier (if instructed);</li> <li><input type="checkbox"/> Small sewing kit;</li> <li><input type="checkbox"/> Sleeping bag and pad (if instructed);</li> <li><input type="checkbox"/> Item(s) of comfort (e.g., family photo, spiritual material);</li> <li><input type="checkbox"/> Travel alarm clock;</li> <li><input type="checkbox"/> Travel pillow;</li> <li><input type="checkbox"/> Large plastic garbage bags (for protecting items from rain/moisture).</li> <li><input type="checkbox"/> FEMA Pride</li> </ul>