

## Important Phone Numbers

ADD Check In and Out  
1-888-853-9648

JP Morgan Chase Travel Charge Card  
Customer Service  
1-888-297-0781

Travel Management Center  
Voucher Hotline  
1-800-310-3169

National Travel  
1-800-294-8283

Employee Assistance Program  
1-800-222-0364

Workers Compensation  
1-888-750-3362



## TRAVEL CHARGE CARD DOs

**DO** Understand that it is the responsibility of every employee to know and follow all current travel charge card rules and policies.  
**DO** Be aware that cash advances have weekly and monthly limits. Contact your Travel Card Organizational Program Coordinator (OPC) for details.

**DO** Keep all original receipts for: Common Carrier (Air, Rail, Bus), Lodging, rental cars, ATM advance fees, TMC fees (National Travel) and any other reimbursable expenses.  
**DO** Accept responsibility for paying any remaining balance on your travel card that was not paid directly to the bank under the Agency's Split Pay process. Keep copies of vouchers and travel card statements in an effort to reconcile all payments.

## TRAVEL CHARGE CARD DON'Ts

**DON'T USE THE TRAVEL CHARGE CARD WHEN NOT DEPLOYED ON APPROVED GOVERNMENT TRAVEL!**

**DON'T** Allow your travel card bill to become overdue. File vouchers in a timely manner. Call the FEMA Finance Center Voucher Help desk at 1-800-310-3169 to check voucher status. Travelers are ultimately responsible for paying the balance on their travel card on time each month  
**DON'T** Purchase unauthorized items (those not mission related) i.e., clothes, alcoholic beverages, books, music, electronic devices, etc.

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# FEMA DEPLOYMENT INFORMATION GUIDE



# FEMA

## FOR DISASTER RESERVISTS:

### DO NOT SELF-DEPLOY!

Reservists must receive Deployment Orders directly from the Deployment Branch prior to travel for all assignments!

ARS (Availability Reporting System) and ADD (Automated Deployment Database) are integrated systems used to deploy FEMA personnel to disaster field operations, regional assignments, exercises and training.

Remember to call ARS, **888-853-9648, Option 2** (line operational 24/7), at least every 30 days when you are not deployed and upon your return home from duty assignments.

- ✓ Call whenever your availability status changes;
- ✓ While deployed, you can not call and update availability, your status is "deployed";
- ✓ Call as soon as you are released from deployment in ADD to check/confirm your status;
- ✓ Remember, the only way for FEMA to know whether you are available for deployment is through ARS.

## TRAVEL ARRANGEMENTS

National Travel 1-800-294-8283

Do not confirm travel arrangements or depart for travel until you receive an "official" deployment call from the Deployment Branch (for DAE) or supervisory approval (for Non-DAE) acknowledging that a request has been created in ADD.

## DEPLOYMENT INFORMATION

Job #: \_\_\_\_\_

JFO Job Title: \_\_\_\_\_

Duty Station Location: \_\_\_\_\_

\_\_\_\_\_

Report Date/Time: \_\_\_\_\_

Travel Authorization Code: \_\_\_\_\_

Length of Deployment: \_\_\_\_\_

Point of Contact/#: \_\_\_\_\_

\_\_\_\_\_

Special Instructions: \_\_\_\_\_

### Flight:

Departure Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight #: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

### Rental Car:

Company: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

### Lodging:

Name/Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Directions from airport to hotel: \_\_\_\_\_

\_\_\_\_\_

## FOR ALL FEMA EMPLOYEES:

Requests in ADD are a prerequisite for authorized deployment.

**A current FEMA badge or two I-9 approved forms of ID are required for FEMA site access or badge renewal.**

### Check-In/Check-Out Procedures

Upon arrival at deployment location, check in by calling the Deployment Branch at:

**888-853-9648, Option 1**

This is FEMA's way of assuring you have arrived safely at your deployment destination.

Necessary Information:

- ✓ Identity (Full Name, Last 4 of SS#)
- ✓ Lodging information:
  - Hotel name, address, phone number
- ✓ Your cell phone number (if applicable)
- ✓ Rental car: Yes or No
- ✓ FEMA job number (Disaster number)
- ✓ Duty station location, contact person and phone number (if available)
- ✓ Emergency contact name and phone number confirmation

You must also report to the Administration Section to check in at duty station and then to your supervisor.

Call **888-853-9648, Option 1**, when making any changes to your deployment information (i.e. lodging, contact #'s, rotation, etc.)

At the end of your deployment, and when going and returning from rotation, visit the Administrative Section at your deployment site.

Call **888-853-9648, Option 1** at the end of your assignment, to be checked out of your tour in the deployment database.