U.S. Department of Homeland Security

Federal Emergency Management Agency

National Urban Search and Rescue Response System

Phase I – 2019 Task Force Readiness Self-Evaluation

TASK FORCE			
COMPLETED BY			
NEXT ARE YEAR			
MENTOR ASSIGNED	☐ YES ☐ NO	**NAME**	
Date Self Evaluation Completed		**Date Self Evaluation Submitted**	

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Introduction

The purpose of this self-evaluation is to ensure that the task force completing their annual assessment documents is familiar with the planning, preparation and delivery requirements. US&R teams are strongly encouraged to familiarize themselves with the contents of this and all documents within the Readiness Assessment Program.

The Readiness Assessment Program (RAP) is a demanding process that is not to be undervalued. It requires the total executive and operational commitment of the sponsoring agency, the US&R team, its evaluation cadre, as well as several other participants to ensure success.

Any questions with regards to the content of this Self-Evaluation document should be directed to the FEMA US&R Branch, Self-Evaluation Project Officer.

New this version

The "notes" section within each factor now includes source document location. For all factors requiring policy, guidelines or additional documentation, provide the specific location for those documents. For example, one of the requirements in Management Factor Three is a Records Retention Policy. When marking the Self-Evaluation Form, include in the Notes section exactly where that policy can be found.

Important dates to consider:

Already in Effect

- All members must have a signed Code of Conduct on file
- All swift water rescuer and swift water boat operator qualifications and requirements are in effect
- All Hazardous Materials Specialists MUST have the FEMA US&R HazMat Specialist Course
- All personnel must be fit tested in the "half" face piece as well as the "full" face piece
- All Task Forces shall immediately review manufacturers storage and carrying requirements and insure that all gasoline, or gasoline-mixed powered equipment is stored and carried in well ventilated containers. (PD 2019-001)

Feb 26, 2020 Develop a written US&R System Tire Care and Replacement Policy (PD 2019-010)

2019 US&R Readiness Assessment Program Description

The National Urban Search and Rescue (US&R) Response System (the System) 2019 US&R Readiness Assessment Program consists of the following four phases and is inclusive of the US&R ANSI Standard:

- **Phase I – Task Force Self-Evaluation** – Format is included in this package and to be returned to the US&R Branch in accordance with the instructions provided.

- **Phase II – Administrative Readiness Evaluations** – Task force evaluations by US&R Branch/Peer personnel are currently planned in 2020.

- **Phase III – Operational Readiness Exercise Evaluations** – As funding permits conduct one task force mobilization or deployment exercise during a Cooperative Agreement period of performance. It is expected that each System task force will conduct an evaluated exercise at least once every three years.

  System task forces will be evaluated on five modules:
  - **Mobilization**
  - **Transportation of personnel and cache**
  - **Establishing a Base of Operations (BoO)**
  - **Onsite Operations**
  - **Demobilization**

- Each System task force shall develop a three-year Training and Exercise Plan (TEP), updated annually, using Homeland Security Exercise Evaluation Program (HSEEP) principles adhering to the following guidelines:
  - The TEP shall document how all five task force exercise modules are scheduled during the three-year cycle – typically this will be one or more modules per year, or the TEP will show how all modules are completed during a single Deployment Exercise to meet the recommendation in one calendar year
  - The TEP shall include any planned or proposed Full Scale Exercises (FSE), Functional Exercises (FE), Drills, Games, Tabletops, Workshops, and Seminars
  - The TEP shall include any scheduled or proposed training to include: classes that are open to other task forces, authorized or approved equivalency courses, FEMA courses hosted locally, and classes conducted for 40 or more students
  - The completed annual TEP calendar shall be submitted with the annual self-evaluation

- Each System task force will annually report their progress on their forecasted three-year TEP to the US&R Branch.

- **Phase IV – Continuous Task Force Readiness Reporting** – currently not required.

Completing the Self-Evaluation

- The self-evaluation forms that follow are broken into four sections. Each section can be stand-alone, giving the Program Manager the flexibility to hand over a single stand-alone section to his or her key personnel for data collection. The final product for submission however should be a completed single document.
- The Program Manger or designee should complete the Task Force – General Information section of the self-evaluation. This section is used to provide sponsoring agency and task force name and address, contact information for key personnel, list of TFLs, TFRs, website, participating agencies, etc. The "Task Force Comments" box is for the task force to market itself. This information provides the Branch Chief with talking points when selling the FEMA US&R Response System to senior leadership, Congress and other key stakeholders. All task forces are strongly encouraged to complete the "Task Force Comments" box on Page 16.
- The Program Manger should assign the most appropriate person(s) to complete the self-evaluation for each of the three readiness areas.
- Each readiness area contains five factors containing descriptions, checklists and/or notes.
- The person(s) completing the self-evaluation should ensure that every description is carefully read and assess whether or not the task force is presently in compliance.
- Checklists exist throughout the document. They are in the form of checkboxes or blank spaces
    - Where a checkbox exists, indicate compliance by placing a check in the "Task Force" check box (on the left). Leave the checkbox blank for non-compliance or unknown status and record a "note" in the right note box. (example on next page)
    - Blank spaces in a checklist are seeking information. To complete simply fill in the answer. In the example on the next page a task force would type in the number of primary and secondary trained personnel.
- Each factor contains a "Notes/Source Document Location" section. Use this area to describe the task force capabilities in the particular factor as well as expand on the deficiencies noted in a checkbox to include planned corrective action and anticipated time to completion. In addition, enter the specific location of source documentation as it will be needed during the ARE. (see next page)
- Each factor contains a section for the task force to enter their score for that factor.
- When complete, rename the file as follows: 2019SelfEvaluation_XX-TFX (your task force)
- In addition to the information and scores manually entered on this Self-Evaluation Form you need to complete FEMA Form 089-0-14 (excel spreadsheet) as in the past. This provides the Branch with a count of members in each of the 19 positions plus the ancillary positions requested.

  Note: The Annual Self-Evaluation is for the 12-month period of January 1, 2019 to December 31, 2019. All entries except for exercise are for the 12-month reporting period. Exercise is a three-year requirement and as such all exercise occurring in calendar years 2017, 2018 and 2019 should be included. For teams scheduled for an ARE in 2020, the ARE Peer Evaluation Team will review the last three years of data when assessing your exercise activity.

EXAMPLES OF CHECKLISTS / SCORE ENTRY

Example of checklist with checkboxes

Task Force	Information	Evaluator	Notes/Source Document Location
☐	All vehicles maintained and insured in accordance with cooperative agreement procedures	☐	
☐	All vehicles housed in a safe, secure environment (preferably indoors)	☐	

Example of checklist with blank spaces

Task Force	Total Trained Primary	Trained Secondary	Evaluator	Notes/Source Document Location
☐			☐	

Example of Notes section

Notes
Describe Task Force Search capabilities and/or any identified shortfalls:

Example of score entry

Transportation Resources	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	

EXAMPLE

US&R Readiness Areas and Scoring Methodology

- The three areas of readiness evaluated are:
    - Operations Readiness – Availability of a complement of rostered, trained, deployable, and exercised team members.
    - Logistics Readiness – Availability of equipment caches and other logistic resources to support immediate deployment.
    - Management Readiness – In-place resources, plans, agreements, processes, and procedures to support deployments, and meet requirements of the US&R System's Readiness Cooperative Agreements and other audit requirements.
- Scoring the three categories of readiness – each of the three categories of readiness (Operations, Logistics, and Management) contains five assessment factors to be evaluated and the appropriate points assigned to the factor. Each assessment factor has a weight value that when multiplied by the determined point value yields the task force's score for that assessment factor. A maximum score of 100 can be achieved in each of the three readiness categories.

The following points and weight factors will be used:

OVERALL SCORING MATRIX - Operational Readiness	**Max Points**	**Weight Factor**	**Task Force Score**
Compliment of rostered members	10	1.0	
Compliment of trained members	10	1.5	
Compliment of deployable members	10	3.0	
Compliment of members participating in training and exercise			
Deployment exercise or	10*	3.0	
Modular exercise(s)	30*	1.0	
Training sessions/drills	10	1.5	

*Task Forces can receive credit for either a deployment exercise or the number of modules exercised during the three-year exercise reporting period. See note at the bottom of page six.

OVERALL SCORING MATRIX - Logistical Readiness	**Max Points**	**Weight Factor**	**Task Force Score**
Compliment of cache items	10	4.0	
Compliment of transportation resources	10	2.0	
Equipment cache training	10	2.0	
Cache management system	10	1.0	
Warehouse facilities	10	1.0	

OVERALL SCORING MATRIX - Management Readiness	Max Points	Weight Factor	Task Force Score
Compliment of administrative personnel and resources	10	2.0	
Cooperative agreement reporting	10	2.0	
Plans and memorandum of agreement	10	2.0	
Financial accounting processes and recordkeeping	10	2.0	
Sponsoring Agency support functions	10	2.0	

General Scoring Methodology

General and specific evaluation factors will be used for scoring. Six factors will use a specific scoring matrix methodology described with each factor. The remaining nine factors will use the following general scoring methodology with a range from 0 to 10 points:

Requirement	Number of Points
All requirements met; all support items/documentation in place	10
Most requirements met; most all support items/documentation in place	7-9
Most requirements met; half support items/documentation in place	5-6
Half of requirements met; some support items/documentation in place	3-4
A few requirements met; few support items/ documentation in place	2-1
No requirements in place; no support items/documentation	0

A note about exercise scoring:

Document, document, document. During the triennial ARE, a Peer Evaluation Team will validate the training and exercise that the task force performs annually. The only way the Peer Evaluation Team will be able to validate training and exercise is through good documentation.

The following are offered as best practices or considerations, this is not an all-encompassing list:

- Try to have outsider(s) evaluate your exercise. Members from other task forces are the ideal, especially if they are neighboring. SUSAR, non-member special ops personnel, trusted Sponsoring Agency employees, neighboring jurisdiction personnel (special ops is ideal) will all suffice. If you must keep it internal to the task force, try to have an impartial evaluator who is not participating in the exercise.
- Use the FEMA US&R Exercise Evaluation Guidelines (EEGs) to evaluate each set of core competencies.
- You don't have to create forms to evaluate or document the efforts, use the forms that already exist. If you are evaluating "Mobilization", use the task force's Mob Manual checklists as well as the appropriate EEG pages. If you are evaluating "Transportation", use the DOT inspection forms, screen shots or printed pages developed from your route planning tools, riding assignments, copies of the final load plans and HazDecs, final and accurate 18-4s, lists developed such as weigh stations, state police contact lists, etc as well as the appropriate EEG pages. For Establishing a Base of Operations (BoO), create a BoO layout map, use the base camp set up checklist, document work assignments, as well as the appropriate EEG pages. To document "Operations", prepare IAPs or Tactical Worksheets that clearly indicate assignment of operational tasks and ancillary documentation such as the Comm Plan, Medical Plan, Safety Message as well as the appropriate EEG pages. If you are simulating an injury include the appropriate injury reporting and workers comp forms. To document "Demobilization", capture the briefing minutes as well as documentation from hot washes, equipment return checklists, messages regarding reconstituting the equipment cache, after action and corrective action reporting and the appropriate EEG pages.
- A well written After Action Report that adequately captures all aspects of the exercise is imperative. The AAR must include a Corrective Action/Improvement Plan (IP). The IP should include person(s) assigned, a target completion date and a space to capture the eventual completed date.
- If you have nothing else, a fully completed EEG package and a good AAR/IP will suffice.

Task forces are required to exercise core capabilities on a triennial basis (as funding permits). The 2019 Annual Self-Evaluation captures all activity on an annual basis except for exercise, which is to be reported based on a triennial basis. Task forces are to report exercise using calendar years 2017, 2018 and 2019. The Peer Evaluation Team will consider 2017 ARE Date to 2020 ARE Date timeframes on site if necessary.

Use of a Deployment as a Substitute for Exercise

Each task force should strive to exercise annually and at minimum accomplish a full-scale exercise once every three years.

b. The exercise should be planned so that proficiency at all FEMA US&R core capabilities can be evaluated.
c. Since funding is not guaranteed and the ability for a task force to participate in a full-scale exercise can be cost prohibitive with funds provided, the Strategic Group agreed that an actual deployment may be considered when assessing points for exercise.
d. If a task force intends to use a deployment to satisfy their exercise requirements:
    - Use the Ops 4b score sheet (Modular Exercise)
    - Document, document, document. The ARE peer evaluation team will be looking for documentation consistent with that required for an exercise.
    - Attempt to have a non-deploying team member evaluate all task force activities consistent with what would be done during an exercise. If possible, get a neighboring team or trusted non team member (other Sponsoring Agency employee) to evaluate.
        - Completed Mob Manual checklists and other assembly documentation should be completed and filed including the appropriate EEG pages.
        - DOT inspections, route plan, load plans, and other transportation documentation should be completed and filed including the appropriate EEG pages.
        - BoO layout map, work assignments, and other base camp set up documentation should be completed and filed including the appropriate EEG pages.
        - IAPs indicating assignment of operational tasks consistent with FEMA US&R core capabilities should be completed and filed to include the appropriate EEG pages.
        - Documentation of demobilization activities to include hot washes, equipment return, reconstituting the equipment cache, after action and corrective action reporting and the appropriate EEG pages should be completed and filed.
    - Score each of the five factors using the general scoring matrix
        a. Enter from zero to six points using the all-all, most-most, most-half, half-some criteria as found in the general scoring matrix
        b. Only enter six points (per module) if you did everything during the deployment that would be required for an exercise in that particular factor. For example, if you didn't set up a complete Base of Operations including black and grey water systems, heating or cooling systems, an electrical distribution system, etc. - don't give yourself a full score of six points. Likewise if you did extensive search and water operations but didn't breach, break, lift or cut - don't give yourself a full score of six points for operations as you didn't evaluate all core capabilities including other technical rescue skillsets.
        c. In order to receive points for core capabilities not performed during deployment, hold a separate capability specific training sometime in the same three year period. In the example above the full six points can be earned if the Rescue discipline holds a breaching and breaking drill during periodic training.

National Urban Search & Rescue Response System

Readiness Assessment Program (RAP)

Task Force - General Information

TASK FORCE			
COMPLETED BY		**POSITION**	

GENERAL TASK FORCE INFORMATION	
TASK FORCE	
SPONSORING AGENCY	

TASK FORCE ADDRESS					
STREET					
CITY		STATE		ZIP	
			FAX		
EMAIL			WEB ADDRESS		

SPONSORING AGENCY CHIEF			
NAME		EMAIL	
PHONE		CELL	
Grant Funded	☐ Yes ☐ No		
SPONSORING AGENCY ADDRESS	☐ SAME AS TASK FORCE		
STREET / MAILING			
CITY		STATE	ZIP

TASK FORCE PROGRAM MANAGER					
NAME			EMAIL		
PHONE			CELL		
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No	

TASK FORCE REPRESENTATIVE			☐ SAME AS PROGRAM MANAGER		
NAME			EMAIL		
PHONE			CELL		
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No	

DEPUTY TASK FORCE REPRESENTATIVE -1					
NAME			EMAIL		
PHONE			CELL		
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No	

DEPUTY TASK FORCE REPRESENTATIVE -2					
NAME			EMAIL		
PHONE			CELL		
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No	

TASK FORCE GRANT MANAGER					
NAME			EMAIL		
PHONE			CELL		
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No	

TASK FORCE TRAINING MANAGER					
NAME			EMAIL		
PHONE			CELL		
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No	

TASK FORCE LOGISTICS MANAGER						
NAME			EMAIL			
PHONE			CELL			
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No		

TASK FORCE OTHER (LIST POSITION)						
NAME			EMAIL			
PHONE			CELL			
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No		

TASK FORCE OTHER (LIST POSITION)						
NAME			EMAIL			
PHONE			CELL			
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No		

TASK FORCE OTHER (LIST POSITION						
NAME			EMAIL			
PHONE			CELL			
STATUS	☐ Full-Time ☐ Part-Time		Grant Funded	☐ Yes ☐ No		

TASK FORCE LEADERS			
NAME	**ORGANIZATION**	**EMAIL**	**PHONE**

CACHE AND TRAINING LOCATIONS			
CACHE LOCATION ADDRESS	☐ SAME AS TASK FORCE		
TRAINING LOCATION ADDRESS		RUBBLE PILE	YES ☐ NO ☐

PARTICIPATING AGENCIES (CUT & PASTE)	TOTAL PARTICIPATING AGENCIES #	

TASK FORCE COMMENTS
It is desired to capture information from each task force that can help the FEMA US&R Branch market the US&R System to Congress and other stakeholders. Comments should provide information on efforts and accomplishments task forces have completed in the past 12 months that build capability for technical rescue and disaster response in their local area and state, partnerships with other federal ESF-9 and local and state S&R partners, how use of cooperative agreement funding helped build regional and state capability, task force capital improvement and training accomplishments, etc. While narrative examples are beneficial, statistical information is desired; i.e., numbers of …… hours trained, dollars spent, incidents responded to, rescues completed, people trained, courses delivered, meetings attended, etc.

National Urban Search & Rescue Response System

Readiness Assessment Program (RAP)

Operations Annex

TASK FORCE			
COMPLETED BY		**POSITION**	

OPERATIONS

Operations Readiness is based on the five scored factors below:

Operations 1- Complement of Rostered Task Force Members – maximum score of 10:

(ANSI Standards Validated: 3.1.6

The number of rostered members in the task force database.

Program managers are expected to keep an up-to-date list of task force members who are:

- Rostered
- Trained
- Deployable

Rostered personnel include new task force trainees, as well as members previously trained or deployable, but no longer in that status.

As a minimum a rostered member must:

- Have been assigned in the task force for at least 60 days
- Have begun General and Administrative Training Requirements
- Have been assigned to one of the 19 task force positions

The maximum staffing level for the task force consists of 210 rostered members, with up to 10% overage allowable for task force needs (e.g. attrition, IST members). Task forces should have a continuous process in place to ensure rosters are kept current, that the status of non-deployable members (e.g. inactive, administrative, medical, military leave) is continuously reviewed, and that members are removed from task force rosters when warranted.

The following specific point system will be used for this factor in identifying the number of rostered members in each task force entered on the score sheet:

Number of Rostered Members Entered	Number of Points
180-210	10
170-179	9
160-169	8
150-159	7
140-149	6
135-139	5
Below 135	0

Score for Ops1

Total Members Trained	# of Rostered Members	Task Force Points	Weight Factor	Task Force Score
From Scale Above			1.0	

Operations 2 - Complement of Trained Task Force Members – maximum score of 15:

ANSI Standards Validated: 3.1.6.3, 3.4.1, 3.4.1.1, 3.4.2, 3.6.2, 3.6.3, 3.6.4

The number of trained members in the task force who have completed the required training requirements contained in the current Training Program Administrative Manual (TPAM).

Training requirements are based on the Position Descriptions in effect at the time for the 19 specialty positions on a task force. FEMA Form 89-0-14, Task Force Self-Evaluation Score sheet, accompanies this self-evaluation and lists the 19 positions, and the training and other requirements to be completed in each. This score sheet should be used to determine the number of rostered members trained in the task force. In case of a conflict between the training requirements listed on the score sheet and the requirements in the Position Description, the requirements of the Position Description should be used.

Training Coordinators should ensure the individual training files have a copy of the certification and the current recertification certificates for each trained task force member. Whenever an "equivalent" course is used to satisfy a requirement the Training Coordinator should ensure that a document is on file correlating how the FEMA US&R position requirements are covered in the particular course curricula (e.g. crosswalk).

Program Managers should ensure there is an efficient, standard filing system for task force member's training records. General and Position Specific functional training/certification records (completion certificates) should be in a central location for all task force members and canines. Appropriate records should be maintained for credentialed instructors and subject matter experts for all task force disciplines, with appropriate train-the-trainer records (completion certificates).

In addition, task forces should continuously assess the readiness training of their members in terms of attendance at meetings (monthly, quarterly) and completion of continuing education training including re-certification.

The following specific point system will be used to score the number of qualified and trained members entered on the score sheet:

Number of Trained Members Entered	Number of Points
180-210	10
170-179	9
160-169	8
150-159	7
140-149	6
135-139	5
Below 135	0

Score for Ops 2

Total Members Trained	# of Trained Members	Task Force Points	Weight Factor	Task Force Score
From Scale Above			1.5	

Task Force Members Trained in More Than One Specialty:

In addition, a half point may be added for each increment of 10 members who are qualified and cross-trained in a 2nd (or more) US&R specialty, to achieve a maximum score of 15 for Factor 2 and 2a combined. However this credit would not apply to members in a subordinate specialist position in the same family skill discipline (e.g. Rescue Team Managers also qualified as Rescue Specialists).

Score for Ops 2a

OPS 2a	#Task Force Members Trained in More than 1 Specialty	Task Force Score
Use formula in text above		

Total Score for Ops 2 (max of 15)

Total Score: Ops2 and Ops2a	Score: Ops 2	Score Ops 2a	Task Force Score
Add Ops 2 and Ops 2a			

Operations 3 - Complement of Deployable Task Force Members – maximum score of 30:

ANSI Standards Validated:3.1.6.1, 3.1.6.2, 3.1.6.4

The number of rostered members in the task force who have completed required training and are administratively deployable.

A wide variety of records, databases and documentation are required to support a task force on a daily basis. Program Managers are expected to track the status of rostered members to reflect whether each is deployable or non-deployable. Not all members will be immediately ready to deploy for various reasons such as: administrative, medical, military leave or training. In addition, members who are otherwise deployable may temporarily be non-deployable due to short term situations such as medical issues, vacation, family reasons, or business, or personal travel.

The standard is for deployable task force members to be mobilized and at the point of departure in four hours for a ground deployment or six hours for an air deployment.

The minimum standard for deployable members in US&R task forces is a total of 140 members, comprised of two deep in the 19 US&R task force positions required for a type I configuration and including 28 of those being water rescue specialists.

Members' medical exams/healthcare screening should be accomplished in accordance with the frequencies established in the Statement of Work. Medical records for all task force members should be located with the healthcare provider or archived by the task force and readily available. Medical/veterinary records should be maintained for all disaster search canines.

The following are the administrative requirements for a task force member to be deployable:

- Rostered Member with file
- Have completed General and Administrative Training Requirements
- Have completed training requirements of their assigned task force position

The following specific point system will be used for this factor in identifying the number of members in each task force immediately ready for deployment entered on the score sheet:

Number of Deployable Members Entered	Number of Points
180-210	10
170-179	9
160-169	8
150-159	7
140-149	6
135-139	5
Below 135	0

Note: Within a task force's total of deployable members, it is expected that there will be a minimum of three (3) deployable Medical Team Managers (physicians), three (3) deployable Structure Specialists (engineers), and six (6) deployable canine search teams – live find. If a task force does not have this minimum complement, the overall rating for this factor will be 0.

Score for Ops 3

Total Members Deployable	# of Deployable Members	Task Force Points	Weight Factor	Task Force Score
From Scale Above			3.0	

Complement of Deployable Canine Search Teams – Live Find (CST-LF)

The number of canine search teams that have successfully completed the FEMA Canine Search Team Certification Evaluation-Live Find (CSTCE-LF). This includes successful completion of the Foundation Skills Assessment (FSA) and the Certification Evaluation (CE).

A Canine Search Team- Live Find (CST-LF) consists of a handler and a search dog. Deployable Canine Search Teams must have successfully completed the FEMA CSTCE-LF as contained in PD 2015-005a. Canines must be medically certified by a veterinarian and have all deployment documentation (e.g. vaccination records) in order. A CST-LF must be assigned to, and available for use exclusively by the task force, and be immediately available for deployment. The maximum task force staffing level for canine search specialist teams consists of 12 teams (handlers and canines), with one additional team allowable for task force needs (e.g. attrition).

In some cases, one deployable canine may be certified with multiple deployable handlers; in other cases, one deployable handler may have multiple deployable canines. However, in either case, for scoring purposes, the complement of deployable teams to be counted for this factor will be the total number of CST-LFs that the task force could deploy at one time.

Task forces should have a continuous process in place to insure that rosters are kept current, that the status of non-deployable (e.g. inactive) Canine Search Teams is continuously reviewed, and that teams are removed from rosters when warranted.

This is an inventory of the task forces' CST-LF resources only.

Task Force	Compliment of CST-LF	Evaluator	Notes/Source Document Location
☐		☐	

Complement of Deployable Canine Search Teams – Human Remains Detection (HRD)

The number of canine search teams that have successfully completed the FEMA Canine Search Team Certification Evaluation – Human Remains Detection (CSTCE-HRD).

A Canine Search Team – Human Remains Detection (CST-HRD) consists of a handler and a search dog. Deployable Canine Search Teams must have successfully completed the FEMA CSTCE-HRD as contained in PD 2015-005a. Canines must be medically certified by a veterinarian and have all deployment documentation (e.g. vaccination records) in order. A CST-HRD must be assigned to, and available for use exclusively by the task force, and be immediately available for deployment.

In some cases, one deployable canine may have multiple deployable handlers; in other cases, one deployable handler may have multiple deployable canines. However, in either case, for scoring purposes, the complement of deployable teams to be counted for this factor will be the total number of CST-HRDs that the task force could deploy at one time.

This is an inventory of the task forces' CST-HRD resources only.

Task Force	Compliment of CST-HRD	Evaluator	Notes/Source Document Location
☐		☐	

Operations 4 - Complement of Task Force Member Participating in Exercises – (Maximum score 30):

ANSI Standards Validated: 3.6.5, 3.6.6

The number of rostered and deployable members in the task force who have participated in and supported mobilization and deployment exercises conducted in accordance with the OREEP module process during the 12-month reporting period. See note at the bottom of Page 6.

Task forces are expected to conduct exercises to maintain readiness using a variety of techniques:

- **Deployment Exercise** – a dynamic exercise taking place over multiple operational periods (12+ hours); typically lasting 24 to 72 hours. Generally, such an exercise will be outdoors in various weather environments using collapsed structures, rubble piles, realistic training scenarios (problem injects), and props (e.g. communication systems). It will also involve use of the task force's equipment cache and transportation assets, involve search and rescue operations, and measure response times from activation until departure. It may involve setting up a Base of Operations or require use of a Type 1 task force in a collapsed-structure urban environment, or a Type 3 task force in a weather-related exercise. A task force should notify the US&R Branch of a mobilization or full-scale exercise as soon as the exercise is scheduled, but not later than 60 days before the exercise begins. This exercise will frequently involve interaction with local, state and regional incident management authorities. Upon completion of the exercise an After-Action Report/Improvement Plan (AAR/IP) is completed and sent to the US&R Branch according to the US&R Statement of Work.
- **Modular Exercise** – a limited exercise, usually one operational period (12 hours), designed to evaluate the ability of the task force to complete tasks associated with one of the following typical task force operational stages 1) mobilize, 2) transportation of personnel and cache, 3) establish a Base of Operations (BoO), 4) onsite operations, 5) demobilization. Each module has equal scoring coefficient.

The following specific point system will be used for the number of rostered members participating in exercises conducted during the annual Cooperative Agreement period of performance entered on the score sheet. Task force rostered members who support exercises may be counted in addition to deployable members who complete exercises.

For the purpose of the annual Phase I Self-Evaluation, a task force can:

1. Evaluate a Deployment Exercise completed in the previous 36 months and assign points in accordance with the table in Section 4a below,
2. Evaluate one or more Mobilization Exercises completed in the previous 36 months and assign points in accordance with the table in Section 4b below,
3. Evaluate a Deployment Exercise and any Mobilization Exercises completed in the previous 36 months and assign points in accordance with the tables in Sections 4a and 4b below. HOWEVER, in no instance shall the total points in Sections 4a and 4b exceed a combined maximum score of 30 points for the Operations 4 factor.

- Score each of the five factors using the general scoring matrix

1. Enter from zero to six points using the all-all, most-most, most-half, half-some criteria as found in the general scoring matrix
2. Only enter six points (per module) if you did everything during the deployment that would be required for an exercise in that factor. For example, if you didn't set up a complete Base of Operations including black and grey water systems, heating or cooling systems, an electrical distribution system, etc. - don't give yourself a full score of six points. Likewise, if you did extensive search and water operations but didn't breach, break, lift or cut - don't give yourself a full score of six points for operations as you didn't evaluate all core capabilities including other technical rescue skillsets.
3. In order to receive points for core capabilities not performed during deployment, hold a separate "capability" specific training sometime in the same three year period. In the example above the full six points can be earned if the Rescue discipline holds a breaching and breaking drill during periodic training.

4a. Deployment Exercises (maximum score of 30)

Date	Total Hours	# of Members Participating	Location	All Modules Completed	AAR Completed	Evaluator
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐

Scoring Matrix for Deployment Exercise

Number of Rostered Task Force Members Exercised Entered	Number of Deployment Exercises	Number of Points
70 or above	1	10
65-69	1	9
60-64	1	8
55-59	1	7
50-54	1	6
40-49	1	5
30-39	1	4
Below 30	1	0

Score for Ops 4a

Deployment Exercise	# of Members Participating	Task Force Points	Weight Factor	Task Force Score
From Scale Above			3.0	

4b. Modular Exercise (maximum Score of 30):

Provide details of modular deployment exercise(s) below

4b-1. .Mobilization Module

Date	Total Hours	# of Members Participating	Location	Module Completed	AAR Completed	Evaluator
					☐	☐
					☐	☐
					☐	☐

4b-2. Transportation of personnel and cache

Date	Total Hours	# of Members Participating	Location	Module Completed	AAR Completed	Evaluaor
					☐	☐
					☐	☐
					☐	☐

4b-3. Establish a Base of Operations

Date	Total Hours	# of Members Participating	Location	Module Completed	AAR Completed	Evaluator
					☐	☐
					☐	☐
					☐	☐

4b-4. On-Site Operations

Date	Total Hours	# of Members Participating	Location	Module Completed	AAR Completed	Evaluator
					☐	☐
					☐	☐
					☐	☐

4b-5. Demobilization

Date	Total Hours	# of Members Participating	Location	Module Completed	AAR Completed	Evaluator
					☐	☐
					☐	☐
					☐	☐

Scoring Matrix for Modular Deployment Exercise (max 6 points per module for a total max of 30)

Number of Rostered Task Force Members Exercised Entered	Number of Points
70 or above	6
60-69	5
50-59	4
40-49	3
30-39	2
20-29	1
Below 20	0

Score for Ops 4b

Modular Exercise	# of Members Participating	Task Force Points	Weight Factor	Task Force Score
4b-1 Mobilization			1.0	
4b-2 Transportation			1.0	
4b-3 Base of Operations			1.0	
4b-4 Operations			1.0	
4b-5 Demobilization			1.0	

Total Score for Ops 4 (max of 30)

Total Score: Ops4a and Ops4b	Score: Ops 4a	Score Ops 4b	Task Force Score
Highest of 4a, 4b or combination			

Operations 5 - Training Drills/Sessions (maximum score of 15):

ANSI Standards Validated: 3.6.5

The number of rostered members in the task force who have participated in and supported training drills/sessions over the period covered by the Phase I Self-Evaluation period.

Task forces are expected to conduct training to maintain readiness using a variety of techniques:

- **Training Sessions/Drills** – Training sessions and drills are static, component trainings that are short in duration (lasting for only a few hours). They are conducted periodically (either monthly or quarterly) in a classroom or outdoor facility for the purpose of meeting initial training requirements or continuing education requirements of skills review. Training sessions address a limited number of objectives. The phases or functions of the exercises are also limited; as are the use of the equipment cache or training props and interaction with individuals outside the task force. Although there is no specific FEMA US&R training hour requirement currently, use 10 hours as a minimum basis when assessing this factor.
- Refresher training as specified in the General Training Requirements (i.e. CPR, HazMat, Respiratory Protection, Ethics, etc.) shall not be used towards the minimum task force training requirements.
- Number of members trained refers to the total number of "different" members that attend training over the year, not the cumulative number of members trained including members that train more than once.
- It is acceptable to use company level (on-duty) drills specific to core US&R capabilities to meet this factor.

The following specific point system will be used for the number of rostered members participating in training conducted during the annual Cooperative Agreement period of performance entered on the score sheet. All task force team members (rostered and deployable) who support training and exercises should be counted:

Date	Total Hours	# of Members Participating	Location	Activity	AAR Completed	Evaluator
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

Scoring Matrix for Training Sessions / Drills

Number of Task Force Members Trained	Number of Training Drills/ Sessions	Number of Points
180 or above	1 or more	10
170-179	1 or more	9
160-169	1 or more	8
155-159	1 or more	7
150-154	1 or more	6
140-149	1 or more	5
130-139	1 or more	4
Below 130	1 or more	0

Score for Ops 5

Training Sessions / Drills	# of Members Participating	Task Force Points	Weight Factor	Task Force Score
From Scale Above			1.5	

Additional Training Information

Please provide the information requested below to include the total task force training hours, the total number of task force members attending discipline specific courses, and the number of task force attendees to each discipline specific course.

TASK FORCE TRAINING					
TOTAL TASK FORCE TRAINING HOURS					
TOTAL TASK FORCE MEMBERS ATTENDING FEMA US&R DISCIPLINE SPECIFIC COURSES					
NUMBER OF TASK FORCE MEMBERS ATTENDING EACH COURSE (fill in below)					
	Incident Support Team (IST)		Logistics Specialist		Surface Water Rescue Specialist
	Task Force Leader		Structural Collapse Specialists		Surface Water Boat Operator
	Safety Officer		Communications Specialist		Swift Water Rescue Specialist
	Planning Team (PTM/TIS)		Medical Specialist		Swift Water Boat Operator
	Structure Specialist		Heavy Equipment and Rigging		Other
	Technical Search Specialist		Enhanced Operations in a Contaminated Environment		Other
	Canine Search Specialist		Hazmat Specialist		Other

National Urban Search & Rescue Response System

Readiness Assessment Program (RAP)

Logistics Annex

TASK FORCE			
COMPLETED BY		**POSITION**	

Logistics Readiness Criteria

Logistics Readiness is scored based on the five specific factors below:

Logistics 1 – Equipment Cache Capability – maximum score of 40:

ANSI Standards Validated: 3.7.1, 3.7.1.1, 3.7.2, 3.7.2.1, 3.7.2.3, 3.7.3, 3.7.3.1, 3.7.4

US&R task forces have been given a complete cache of equipment to be maintained for immediate deployment. These equipment caches have been purchased in two formats. The original cache is equipment purchased over the last 25 years by task forces using annual cooperative agreement funding. The newer cache was purchased by DHS/FEMA and shipped to the task forces in stages during 2004-2006. US&R Task Forces have been combining items in their original cache with a newer cache in order to maintain mission readiness. Currently this newer cache is missing certain elements that are in the original cache such as medical equipment, pharmaceutical supplies, water operation equipment, WMD equipment, personal protective equipment, and miscellaneous other items (e.g. long-handled tools). In addition, some elements of the old cache have become technologically obsolete (e.g. communications equipment)

This Equipment Cache List is designed to support a Type I US&R task force with up to 80 personnel (including support positions when required). Each System task force is required to be self-sufficient for the first 72 hours when in theater and engaged in operations (except for fuels such as gasoline, diesel, or kerosene) and capable of 24-hour operations for an estimated mission length of up to 14 days. Quantities of supplies on the current FEMA Approved Equipment Cache List are not intended to support a task force for the entire 14 days. System task forces are to prepare their cache with support supplies to cover the first 72 hours, unless otherwise directed due to nature of the incident response, and be prepared to coordinate re-supply as needed through the designated US&R Incident Support Team (IST), the on-scene or local incident command system, or from their home base when directed or when other routes for re-supply have not been established or otherwise not available.

The FEMA Approved Equipment Cache List is intended to cover a wide variety of all-hazard incidents. The System may have pre-established recommended cache configurations to meet anticipated mission requirements, but task forces have the flexibility to select required elements from within the overall cache list to configure any module to meet mission objectives. Although the items on the list are categorized under functional sections, all items are intended to be shared between all functional areas of a task force. The equipment cache is the "tool box" from which an entire task force operates to meet mission objectives.

The US&R Task Force Equipment Cache List (reference current approved Cache list) has approximately 2,000 items. This list also contains the quantities required for all NIMS Type I-IV deployments. The list can be conceptually broken into eight core capability categories: Communications, Hazmat, Logistics, Medical, Planning, Rescue, Technical and water. There are approximately 200 major equipment items and approximately 1,800 other items in the US&R Equipment Cache.

Task Forces shall have an equipment cache demonstrating the capability to meet the requirements specified for core capabilities outlined below.

SEARCH

The Search section is based upon supporting the wide area, technical and canine search components of the operations. This equipment will provide the US&R task force with the capability to perform reconnaissance, HASTY, primary, and secondary search functions necessary to the location and identification of victims and site conditions. Equipment identified in the section should be capable of providing search identification functions utilizing multiple sensory methods. Equipment in this section should also be capable of providing GPS location identification, mapping, and photographic documentation necessary to support rescue operations and situational reporting.

Equipment required for the conduct of wide area, technical and canine search. All equipment must be capable of field calibration and adjustment.

The equipment needs of the task force to meet this capability include provisions for:

- Acoustic
- Optic Equipment
- Thermal Identification Equipment
- Mapping and Tracking
- Canine Search Equipment
- Marking and Identification Equipment/Supplies

Notes
Describe Task Force Search capabilities and/or any identified shortfalls:

RESCUE

Equipment requirements are based upon supporting the 26 positions assigned to a System task force Rescue team, applicable work schedule and location(s). Rescue operations may occur in multiple locations simultaneously to support this capability will require duplication of tools kits and multiple power sources.

The task force shall have equipment to perform all the elements specified in US&R Mission.

Ability to conduct operations safely and effectively in:

- Flooded environments;
- Structural collapse to include all applicable Types of Construction;
- Confided Spaces;
- Trench and Excavation;
- Rope Rescue; and
- Vehicle and Machinery Extrication.

The equipment needs of a task force to meet this capability include provisions for:

- Powered (Pneumatic, Electric, Hydraulic, and Gasoline) Tools
- Miscellaneous Tools and Hand Tools
- Heavy Rigging Support Equipment
- Technical Rope Rescue Equipment
- Structural Specialist Equipment
- Water Operations Equipment

Notes
Describe Task Force Rescue capabilities and/or any identified shortfalls:

MEDICAL

The Medical Equipment Section is based upon providing sophisticated medical treatment for survivors entrapped in collapsed structures and for up to 80 task force members, including limited treatment of disaster search canines. The Medical Equipment Section has been developed on the basis of providing support for two task force physicians and four Medical Specialists. The quantity of equipment and pharmaceuticals in the cache is based upon research and past experience, and is established by anticipating, as an average, the following injuries during the mission: 10 critical cases, 15 moderate cases, and 25 minor cases.

Pharmaceutical items should be obtained, to the maximum extent possible, by a System task force through a local hospital or other medical supplier at the time of activation. It is expected that task force "durable" medical equipment (i.e., defibrillators, monitors, ventilators, etc.) will remain the property of the task force and will be retrieved in the event that patients are transferred to the local organization for definitive treatment. The local organization responsible for follow-up patient care must be prepared to provide such equipment, if needed, for patient transfer from the rescue site.

The equipment needs of the task force to meet this capability include provisions for:

- Pharmaceuticals
- Medical Equipment
- Canine Support
- Airway Management
- Intravenous Access/Administration
- General Patient Assessment Care
- Patient Immobilization/Extrication Equipment
- Patient Personal Protection
- Patient Monitoring
- Skeletal and Wound Care

Notes
Describe Task Force Medical capabilities and/or shortfalls any identified shortfalls:

HAZMAT

This section was developed to allow task forces the capability to operate safely within a contaminated environment. System task forces are capable of performing limited operations in a contaminated environment subject to the type and concentration of contamination. The task forces' capabilities would include presumptive site characterization; performance of reconnaissance (recon), search and rescue within a contaminated environment; and decontamination of task force personnel and a limited number of survivors.

Due to the technology and function of the force protection, detection, and decontamination equipment in the Hazmat Section, the manufacturer/make and model/part #'s of the items listed are those which System task forces are required to purchase. A contaminated environment may include, but is not limited to, incidents involving the intentional or accidental release of any hazardous materials, such as Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) materials. System task forces are expected to have the requisite knowledge, skills, and abilities to develop a risk management plan that provides the highest level of SAR services without putting members at unreasonable risk for a time frame of 12 hours

The equipment needs to meet this capability include:

- Hazmat Detection
- Hazmat Radiation Detection Equipment
- Hazmat Personal Protective Equipment
- Level B and C PPE based on the Resource type in quantities sufficient to support a 12- hour operational period.
- Hazmat Decontamination

Notes
Describe Task Force Hazmat capabilities and/or any identified shortfalls:

COMMUNICATIONS

The Communications equipment requirements are based upon supporting the overall communications requirements of the entire task force.

The task force communications cache is capable of supporting the following:

- Voice and Data communications for all members of a Type 1, Type 2, Type 3, Type 4, modular team, and attached personnel (force protection, liaisons, etc.).
- Buses and rental vehicles may have mobile radios temporarily installed to support convoy and operational communications
- Voice and Data communications between Task Force, IST, and other agencies
- Wide-area communications to meet the operational requirements of the Task Force
- Voice and data between the Base of Operations (BoO) and two forward operational areas

Operate on the following frequency bands:

- UHF range 1 (Primary Federal System)
- UHF range 2 (Public Safety)
- VHF (Federal, Marine, Coast Guard, and Public Safety)
- VHF AM (Aircraft, Air to Ground, A/G)

- 700-800 Mhz (Federal and public safety)

Associated effective ranges:

- Portable – 1.5 miles
- Mobile – 3 miles
- Repeater – 3-5 miles (directly related to how high the antenna is located)
- Iridium – World-Wide (Satellite Phone)
- MSAT – CONUS, Alaska, Hawaii, Caribbean, south to half of Columbia (Note: MSAT units shall include an LMR radio link device to allow the use of the MSAT as a repeater system)
- VoiP – two phone lines
- Cellular – CONUS and all territories
- Cellular Hotspot (MiFi) – CONUS, 50Mbs, 4-8 users
- Cellular Data Modem (Tactical Internet Kit) – 50Mbs, 1-50 users

Data Communications/Satellite: (Data bandwidth per second and number of users per system)

- VSAT KU band @ 20Mbs down, 5Mbs up, 8-10 users (BOO)
- BGAN @ 492Kbs down, 2-4 users
- Cellular LTE @ 50Mbs down
- Local Area Network (LAN) transfer rate recommendation is a minimum of a gigabit

Note: all data speeds are maximum per system. Number of users, type of content, and other factors can reduce the total and individual

Notes
Describe Task Force Communications capabilities and/or any identified shortfalls:

LOGISTICS

This section is based upon supporting any of the dietary, shelter, personnel support/protection, administrative, transportation or other requirements of the task force not listed in other cache list sections. This section includes the components for the task force Base of Operations. The quantities denoted should meet the requirements of the task force for at least the first 72 hours of self-sufficiency when engaged in operations in theater. A listing of personal support items is included for individual use during a mission assignment, taking weather extremes into account. This includes those items that offer personal protection for task force members. In addition, the list includes uniform standards for a variety of operating environments likely to be encountered by task force members. System task forces are authorized to purchase and maintain personnel support and protection items for up to 231 task force members.

The equipment needs of the task force to meet this capability include provisions for:

- Shelter
- Food and water
- Sanitation Control
- Cache Transport and Support
- Base of Operation Support

- Planning Section, Technical Information, and Structural Specialist Support
- Personnel Gear and Protective Equipment
- Safety Equipment to include various forms respiratory protection
- Equipment Support and Maintenance
- Resource Support

Cache list quantities will be based quantities required for type I deployments will be compared to actual levels in a task force's cache to determine shortfalls. Optional items in the cache are not considered in scoring

Notes
Describe Task Force Logistic capabilities and/or any identified shortfalls:

TECHNICAL

The Technical Equipment Section is based upon supporting the technical specialist positions such as the Structures Specialist conducting building surveys and structural assessments and Technical Search Specialist utilizing specialized electronic audio and visual search equipment. Electronic technical equipment must be capable of battery operation using rechargeable batteries or have an adequate supply of disposable batteries. All equipment must be capable of field maintenance and/or repair, calibration and adjustment, and be user-friendly and easy to operate.

Notes
Describe Task Force Technical capabilities and/or any identified shortfalls:

WATER

The Water Operations Equipment Section is based upon fielding a National Incident Management System (NIMS)-compliant 14-member "US&R Water Operations" component within a Type 1 US&R task force.

- Mobilize and safely transport System members and essential equipment to areas of operations that require watercraft for access (i.e., across waterways or in flooded environments during disasters).
- Search disaster areas that have become flooded. Conduct rescue operations in collapsed structures inundated by water-related disaster events.
- Access and rescue survivors and companion animals trapped by flood waters during water related disaster events.
- Recover US&R personnel and other responders who have become separated, stranded, or trapped by rising flood waters (i.e., conducting Rapid Intervention).

- Conduct waterborne Rapid Needs Assessments (RNAs) when rotorcraft or fixed wing are not available or cannot fly due to unfavorable conditions.
- Provide water access for specialized resources to complete critical missions.

Notes
Describe Task Force Water Rescue capabilities and/or any identified shortfalls:

Note: certain task forces are provided funds to maintain IST, HEPP or other regional caches. Maintenance of these caches will not be scored on self-evaluations but will be evaluated on Administrative Readiness Evaluations.

Note: During task force ARE site visits, an extended sampling of equipment in the current cache list will be reviewed to ensure the task force has the required items and is adequately maintaining them.

Equipment Cache Capability – maximum score of 40:

The following specific point system will be used to score the ability of task forces to meet the requirements of the core capabilities

Equipment Cache Capability	Number of Points
100% of items	10
97% to 99%	9
94% to 96%	8
91% to 93%	7
88% to 90%	6
85% to 87%	5
Less than 85%	0

Score for Logs 1

Equipment Cache	Max Points	Task Force Points	Weight Factor	Task Force Score
From Scale Above	10		4.0	

Logistics 2 - Transportation Resources – **maximum score of 20:**

ANSI Standards Validated: **3.7.5, 3.7.5.1**

A full complement of transportation resources continuously available for day to day operations, exercises, and deployments is a critical component of Logistical Readiness. FEMA provided funds for each task force to procure prime mover vehicles, command vehicles, trailers and ATV vehicles. A standard fleet of convoy transportation vehicles and support vehicles to support all NIMS Typed US&R Task Forces and all US&R Mission Ready Package deployments is contained in the revised PD 2014-009a. In addition, an adequate transportation resource system would have the following characteristics:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	All vehicles maintained and insured in accordance with cooperative agreement procedures.	☐	
☐	The task force has a written tire care and replacement policy consistent with program directive	☐	
☐	All vehicles housed in a safe, secure environment (preferably indoors)	☐	
☐	Contracts or processes place to obtain needed supplementary transportation resources (e.g. buses) for a deployment	☐	
☐	Transportation plans and cache load plans developed for all possible deployment configurations to support all NIMS Typed US&R Task Forces and all US&R Mission Ready Packages	☐	
☐	Sufficient trained CDL (Class A/B) drivers to support all NIMS Typed US&R Task Forces and all US&R Mission Ready Packages	☐	

Notes: Commentary to describe how the task force meets the criteria

Score for Logs 2

Transportation Resources	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	

Logistics 3 - Equipment Cache Training and Exercises – maximum score of 20:

ANSI Standards Validated: 3.6.5.1

Cache equipment frequently employed in training and mobilization exercises:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	Cache load plans so assets can be accessed in anticipated sequence of use at a disaster site	☐	
☐	Cache load plans reflecting differing military aircraft configurations	☐	
☐	Efficient methods to move equipment from a warehouse to waiting vehicles	☐	
☐	Personal Protective Equipment (PPE) – PPE issued at time of deployment complements PPE previously issued to member. Periodic inspections of PPE issued to members. Proper uniform standards/US&R patches.	☐	
☐	Communication equipment – approval obtained for use of exercise radio frequencies	☐	
☐	Different types of exercises conducted to reflect different cache configurations and convoy standards to support all NIMS Typed US&R Task Forces and all US&R Mission Ready Package, as contained in the current approved Transportation Convoy PD.	☐	
☐	Equipment used frequently in training, exercises or local or state activation so that members are well qualified in its operation, and necessary maintenance/repair actions are well understood, and implemented.	☐	
☐	Timing exercises involving equipment assembly, packaging and shipping with different configurations of caches continuously practiced and improved.	☐	
☐	Deployment data for prime mover vehicles, command vehicles, and equipment cache (weights, dimensions, number of pallets, hazardous material list) continuously updated for use on an air deployment, or over-the-road movements using contracted carriers.	☐	
☐	Exercises practicing air transport deployments and ground transport deployments	☐	

☐	Exercises practicing procedures to rehabilitate the cache and return to the pre-incident state of readiness after completion of an exercise, deployment or local or state activation.	☐	

Notes: Commentary to describe how the task force meets the criteria

Score for Logs 3

Equipment: Training and Exercise	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	

Logistics 4 - Cache Management Inventory System – maximum score of 10:

ANSI Standards Validated: **3.7.2.2**

A day-to-day efficient inventory system to manage the cache is an essential element in logistic readiness. Some of the characteristics of a system include:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	Ability to efficiently identify, receive, issue, store, kit, track, ship and dispose of items in the cache	☐	
☐	Ability to support maintenance (accomplished by the task force or a supplier), replacement (consumables), pre-certification (hazardous material), and upgrade of items (including those that are time sensitive)	☐	
☐	Ability to report usage and support periodic physical inventory accounting and reconciliation (including PPE)	☐	
☐	Ability to provide property tracking and recording (PTRs) using, for example, bar coding, and accurate cooperative agreement reporting	☐	
☐	Ability to use different color coding systems and bar-code labels to show different categories of cache equipment	☐	
☐	Ability to control accessibility, and provide physical security for cache items	☐	
☐	Ability to manage hazardous material.	☐	
☐	Ensure that all gasoline or gasoline-mix powered equipment is stored and carried in well ventilated containers.	☐	
☐	Ability to track the origin or source of an item, as well as funding source and ownership	☐	
☐	Ability to manage a current and complete medical/pharmaceutical cache (with veterinary pharmaceuticals) including a system to store, maintain and replenish as necessary	☐	
☐	Ability to maintain equipment under the Federal Excess Property Program	☐	

☐	Use of a robust, inventory management information technology system	☐	
☐	Ability to dispose of property, equipment and vehicles in accordance with the Cooperative Agreement	☐	

Notes: Commentary to describe how the task force meets the criteria

Score for Logs 4

Inventory System	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		1.0	

Logistics 5 - Warehouse Resources – maximum score of 10:

ANSI Standard Validated: 3.7.6

Having adequate warehouse and supporting resources contributes significantly to a task force's logistic readiness. Some of the features of an adequate warehouse include:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	Ability to store all items of both caches in one central warehouse	☐	
☐	Co-located warehouse facility near task force's members and training facilities	☐	
☐	Adequate parking	☐	
☐	Warehouse properly outfitted with loading docks, large truck access and storage, secure storage racks and material handling equipment	☐	
☐	Minor renovations and modifications to improve warehouse efficiency	☐	
☐	Proper safety, security, sanitary and environmental control	☐	
☐	Adequate space to conduct inventories, maintenance, office administration and mobilization, if applicable	☐	

Notes Commentary to describe how the task force meets these criteria:

Score for Logs 5

Warehouse Resources	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		1.0	

Management Annex

TASK FORCE			
COMPLETED BY		**POSITION**	

MANAGEMENT READINESS CRITERIA

Management Readiness is scored based on five specific factors below:

Management 1 - Complement of Task Force Administrative Staffing and Resources – maximum score of 20:

ANSI Standards Validated: 3.1.2.1

The US&R Readiness Cooperative Agreement requires that there be sufficient staff for management and administration of US&R task force day to day activities to accomplish required supervisory, administrative, training, and logistical duties. Primary areas of concern include sufficient financial staffing to accomplish Program Management, Grants Management, Financial Management, administrative support, training coordination and instruction, logistics management and property accountability. In addition, it is expected that the day-to-day staff will have adequate facilities, training (e.g., 3rd party Grants Management training and continuing education, MS Access database, and Excel spreadsheets) and resources (e.g., supplies, office furniture and automation equipment) to achieve all the goals of the cooperative agreement. It is further expected that the Program Manager implements a process that ensures communication within the task force and stakeholder involvement in the budgeting process. An example would be the inclusion, in some matter, of the functional discipline managers in the equipment and training prioritization.

Action:Review all current performance and budgetary reports in US&R Branch Cooperative Agreement management files, to include current Cooperative Agreement Budget Plan.

Notes Commentary to describe how the task force meets these criteria:

Score for Management 1

Compliment of Staff	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	

Management 2 - Complete Accurate Timely Cooperative Agreement Reports – maximum score of 20:

ANSI Standards Validated: 3.1.2, 3.2.1, 3.2.2, 3.2.3,

The US&R Readiness Cooperative Agreement requires a number of one time, recurring, and as required reports with due dates:

Reoccurring: Task Force	Information	Evaluator	Notes / Source Document Location
☐	Task Force Self-Evaluation – Submitted as directed by the US&R Branch by way of US&R Program Directive	☐	
☐	Cache Equipment database – Per Statement of Work	☐	
☐	HEPP Maintenance Annual Cost Estimates - submit an annual HEPP maintenance cost estimate by October 30th of each year (for the seven teams with HEPP caches).	☐	
☐	Current Time-Phased Force Deployment Data (TPFDD) Form (Aircraft Loading Data) annually as required by the Cooperative Agreement Statement of Work each year	☐	
☐	Deployment/Mobilization Exercise After Action Report – exceeding 24 consecutive hours – After Action Report following the SOW or OREEP guidance	☐	
☐	Federal Financial Report (FFR) (SF 425) – every quarter, 30 days after quarter – contains cash management status	☐	
☐	Semiannual Performance Report (FEMA Form 089-0-11) – explaining accomplishments; issues; funds status for management and administration, equipment, training, maintenance and storage; spreadsheet provides budgets, expenditures and balances for each annual cooperative agreement – Jan 30st and July 30st each year	☐	

One time – closeout reports due 90 days after completion of the performance period:			
☐	Cover Letter	☐	
☐	Refund Check – if Federal funds drawn, but not expended, including interest	☐	
☐	Final performance report – summary of qualitative accomplishments	☐	
☐	Equipment/ Supply Inventories – reporting of items over $5,000 value, and statement of intent of continued use, /or recommended disposition	☐	
☐	Final Federal Financial Report (FFR) – SF 425	☐	
☐	Inventory of Unused or residual Supplies – if aggregate exceeds $5,000	☐	
☐	Final Payment and Unexpended funds – un-liquidated obligations reported to FEMA to permit de-obligation of excess funds	☐	
Recurring (when required):			
☐	Period of Performance updates – cooperative agreement time extensions submitted using Extension/Budget Change Form (FEMA Form 089-0-12) 60 days prior to expiration of period of performance (Program Directive 2010-015),and approved by the Grants Assistance Officer.	☐	
☐	Budget Reallocation updates – approved by the Grants Assistance Officer	☐	

A task force should review its record over the last 12 months (using the date this self-evaluation is completed) in submitting timely, complete, accurate reports, and rate itself.

Notes: Commentary to describe how the task force meets the criteria

Score for Management 2

Accurate and Timely Reporting	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	

Management 3 - Cooperative Agreement Plans and Memoranda of Agreement – maximum score of 20:

ANSI Standards Validated: 3.1.1, 3.1.3, 3.1.4, 3.1.5, 3.3.1. 3.3.2, 3.3.3, 3.5.1, 3.5.2, 3.5.3, 3.5.4, 3.6.1

To support a deployment, a task force must have in place a number of plans containing concepts of operation, as well as supporting agreements with a wide variety of activities and agencies (FEMA, state, local, participating, support, and military). The following is a list of plans/agreements that should be current, concise, and continuously updated.

Strategic Plan – 3-5 year's perspective, blending task force national and local objectives and milestones, considering System objectives and Sponsoring Agency requirements. Note: the System's current Strategic Plan may be useful to task forces in writing this plan. The document should be relatively short (10-15 pages). The plan at a minimum should include the following:

Task Force	Information	Evalator	Notes / Source Document Location
☐	A mission statement and vision on the future direction of the task force	☐	
☐	Core sustaining values	☐	
☐	Past deployment history highlights	☐	
☐	Strategic Readiness Objectives including: obtainable goals and realistic timetables training/deployability standards, field exercises, readiness evaluations cache equipment employment, maintenance, storage and accountability member's health, safety, security, career development policies	☐	

Mobilization Plan – specific procedures for activating a task force for a deployment. The plan should be complete and current (updated/reviewed within the last 12 months), and should contain as a minimum the following:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	24-hour points of contact	☐	
☐	Team notification procedures for advisories, alerts, and activations	☐	

☐	Members call-out procedures and methodologies	☐	
☐	Task force canine health and authorization procedures	☐	
☐	Safety and security of cache while enroute	☐	
☐	Point of Assembly – check-in process	☐	
☐	Personal Protective Equipment Issuance/Checkout to insure self-sufficiency for 72 hours	☐	
☐	Equipment cache assembly for ground or air deployment	☐	
☐	Scheduled events to be at Point of Departure in four or six hours, as applicable	☐	
☐	Convoy plan including appropriate vehicles, planned lodging, stops, maps, maintenance	☐	
☐	Point of Departure Plan with military/civilian airfield	☐	
☐	Deployment data for prime mover vehicles, command vehicles, and equipment cache (weights, dimensions, number of pallets, hazardous material list)	☐	
☐	Communication procedures with IST and Sponsoring Agency	☐	
☐		☐	
☐	Demobilization Plan and Return to Readiness procedures	☐	
☐	Post-mission medical screening for task force members and canines, including worker compensation claims	☐	
☐	After Action Report/Improvement Plan requirements	☐	

Administrative Manual – describing a task force's day to day operations policies and procedures. The manual should contain the following items, or indicate links to where applicable Sponsoring Agency policies can be found:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	Member recruitment, appointment, assignment and separation policies • Member pay reimbursement policies with time and payroll reporting • Travel policies and procedures	☐	
☐	Position Descriptions for Program Manager and Staff (with reference to their position classification/justification for salary rates)	☐	
☐	Organization Charts (annotating those paid by the US&R Readiness Cooperative Agreement)	☐	
☐	Worker's Compensation procedure	☐	
☐	Sponsoring Agency and task force ethics' policies/Code of Conduct	☐	
☐	Task force Audit / Inspection policies and procedures to include audit finding resolution process.	☐	
☐	Public Relations Activities	☐	
☐	Family support during deployments	☐	
☐	Process to request support from Sponsoring Agency functions	☐	
☐	Federal, State and local Equal Employment Opportunity policies	☐	
☐	Standard Operating Procedure (SOP) for procuring goods and services	☐	
☐	SOP for tracking & reconciling cooperative agreement funds from award to closeout.	☐	
☐	SOP for reconciling cleared / cashed checks for payments made by the US&R Readiness Cooperative Agreement	☐	
☐	Procedure to document when task force policies and procedures are reviewed/updated	☐	

☐	Documentation indicating that the Sponsoring Agency has adopted the National Incident Management System (NIMS)	☐	
☐	Documentation that a member notification system is in use, members are trained in its use, periodic notification testing occurs, system maintenance occurs and a back-up notification system exists.	☐	

Memorandum of Agreement

Task Force	Information	Evaluator	Notes / Source Document Location
☐	Sponsoring Agency Memoranda of Agreement with state EMA, FEMA Region and FEMA HQ	☐	
☐	Participating Agency Memoranda of Agreement to include fringe benefits and legal liability issues	☐	
☐	Affiliated Member Memoranda of Agreement to include fringe benefits and legal liability issues	☐	

Annual Training, Exercise and Equipment Plan – describing a task force's yearly planned training and equipment management events and schedules:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	A calendar of all significant task force, FEMA and local events	☐	
☐	Scheduled periodic training sessions and drills including topics, applicable US&R position functions, dates/times, duration, frequency	☐	
☐	Scheduled exercises	☐	
☐	Equipment deployment exercises	☐	
☐	Equipment maintenance schedules	☐	

Notes: Commentary to describe how the task force meets the criteria

Score for Management 3

Plans and Memoranda of Agreement	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	

Management 4 - Financial and Accounting Processes and Records – maximum score of 20:

ANSI Standards Validated: N/A

In support of task force day-to-day operations and deployments, Sponsoring Agencies must have financial and accounting systems and written procedures to permit preparation of reports, as well as tracking expenditures to ensure those funds have been properly spent. The Sponsoring Agency's finance and accounting systems should provide the following:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	Cooperative Agreement Files - Organized filing system for each Cooperative Agreement that includes: • Notice of Funding Opportunity and attachments • Approved Budget Narrative/Application and Award package • All reports applicable to the Cooperative Agreement (e.g., Semi Annual Performance Reports, Quarterly Financial Reports, Self-Evaluation submission, etc.) • Budget and current tracking, • Amendment requests and approvals (where applicable) • Closeout package (when applicable)	☐	
☐	Expenditures comparable w/budgeted amounts in cooperative agreement major categories, & transfers between accounts made in accordance w/cooperative agreement terms. Spreadsheet for each Cooperative Agreement that tracks the approved budget costs (according to approved budget plan), the actual costs spent, and the balance per Program Category/Object Class.	☐	
☐	Accounting records identifying the sources and uses of funds including cooperative agreement awards, authorizations, obligations, unobligated balances, assets, liabilities, expenditures (outlays), and income	☐	
☐	Timely Cash Disbursement reports showing transactions/accountability	☐	

☐	Reconciliation between Payment and Reporting System (PARS) cash management reports and semi-annual Cooperative Agreement performance report spreadsheets	☐	
☐	Effective internal control and accountability for cash, property and other assets	☐	
☐	Documentation that all procurement awards are made to Responsible Contractors including evidence that the vendor's status has been verified in the System for Award Management (www.sam.gov).	☐	
☐	Confirmation of payment request(s) or PARS drawdowns listing date of request and the date of transfer to the appropriate account.	☐	
☐	Sponsoring Agency charge card policy/issuance to support task force day to day operations and deployments to include: fleet cards for vehicle fuel/maintenance; travel cards for deployment lodging & food; purchase cards for minor mission-related purchase of goods and services	☐	
☐	Procedures to minimize time elapsed between receipt of funds under the cooperative agreement and expenditure of funds by the task force	☐	
☐	Cost principles, agency regulations, and cooperative agreement requirements followed in determining the reasonableness, allowable and allocability of costs	☐	
☐	Source documents (cashed checks, paid bills, payrolls, time and attendance records, purchase agreements and contracts) supporting accounting records	☐	
☐	Systems readily auditable by Federal, Congressional, state and local audit agencies	☐	
☐	Periodic on-site audits by Sponsoring Agency's CPAs or licensed public accountants (Single Audit Program – 2 CFR Part 200, Subpart F)	☐	

☐	Proper tracking of the current Response Cooperative Agreement, which includes Amendments (FF40-21s) per modification (activation/incident), MOA and spreadsheet tracking each obligation, reimbursement and de obligation. Tracking of the Response Cooperative Agreement should be separate from all Readiness Cooperative Agreement files. Sponsoring agency records supporting timely submission of claims for reimbursement, following demobilization	☐	

Notes: Commentary to describe how the task force meets the criteria

Score for Management 4

Financial and Accounting Processes	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	

Management 5 - Sponsoring Agency Support Functions – maximum score of 20:

ANSI Standards Validated: N/A

Sponsoring Agency support functions play a critical role in assisting task forces in achieving a high state of readiness, by providing the necessary members, as well as efficient systems and processes. The following support functions provide services as follows:

Task Force	Information	Evaluator	Notes / Source Document Location
☐	Human Resources – processes to fill vacancies in a timely manner (i.e. member requisitions, job classification standards/grades/salary level, candidate registers); reimbursement policies for uniformed and civilian members including: portal-to-portal pay, fringe benefits, labor relations, and worker's compensation.	☐	
☐	Information Technology – timely support of task force computer requirements (i.e. repairs, system administration, upgrades etc.), email accounts, network operations, security, privacy, and redundancy system availability.	☐	
☐	Payroll – timely payment after submission of task force members' properly prepared time and attendance requirements (i.e. travel expense reports, advance travel requests).	☐	
☐	Travel – timely approval of travel authorizations, expense reports; efficient and equitable travel policy.	☐	
☐	Accounts Payable – timely payment of supplier invoices for goods and services	☐	
☐	Purchasing – efficient procedures for Purchase Request processing including polices for: • low dollar single sources • thresholds for competitive procurement o sole source justification documentation o use of GSA Schedules • price below cache list cost cap/GSA unit price • efficient sign-off/approval policy	☐	

	• procedures in place to handle no-notice procurement situations (e.g. task force activation – bus rental) • blanket purchase agreements in place with local suppliers for repetitive re-supply items (e.g. office copier maintenance, test equipment calibration, batteries, vehicle maintenance, pharmaceutical supplies) • automated system in place to monitor the status of outstanding Purchase Requisitions, Purchase Orders and deliveries		
☐	Other Support Functions (e.g. Legal, Medical, Public Affairs)	☐	
☐	Facilities – adequate office facilities, resources, custodial support, maintenance	☐	
Notes: Commentary to describe how the task force meets the criteria			

Score for Management 5

Sponsoring Agency Support	Max Points	Task Force Points	Weight Factor	Task Force Score
From General Scoring Matrix	10		2.0	