

MEMORANDUM OF AGREEMENT

for

MILITARY MEMBERS OF FEMA NATIONAL IMATS

28 July 2014

1. **Purpose.** This Memorandum of Agreement (MOA) provides guidance for the desired cooperation, support and liaison between the military personnel assigned to the Federal Emergency Management Agency (FEMA) Type 1 National Incident Management Assessment Teams (IMATs), and United States Army North (USARNORTH). USARNORTH Defense Coordinating Officer (DCO) Synchronization Team (DST) staff and FEMA staff will coordinate the efforts as set forth in this MOA.

2. **Background.**

a. FEMA began a pilot program to institute and evaluate changes to their IMAT configuration and capabilities. This pilot program is currently underway and has developed and employed 3 National IMATs. The USARNORTH contribution will include the National IMAT East and West teams.

b. In January 2013, FEMA requested that United States Northern Command (USNORTHCOM) assign military personnel to each National IMAT. Subsequently, USARNORTH requested and gained approval from Headquarters, Department of the Army (HQDA) G1 to assign a colonel and sergeant first class to each National IMAT for the pilot program utilizing directed military over strength.

3. **Authorities.**

a. HQDA Approval of Manpower, 29 July 2013.

b. FEMA Directive 010-7, 19 April 2013.

c. Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended, 42 U.S.C. 5121 et seq.

d. Presidential Policy Directive/PPD-8, Subject: National Preparedness, 30 March 2011.

e. Department of the Army (DoD) Directive 3025.18, Defense Support of Civil Authorities (DSCA), 29 December 2010.

4. **Military Personnel:** The military personnel assigned to each National IMAT will have the following duties and responsibilities:

- a. Serve as a full-time embedded planning team with the FEMA National IMAT, reporting to the IMAT team chief's designated team member.
- b. When deployed to an incident, coordinate with the Regional DCO, as directed by the IMAT team leader.
- c. Comply with all DoD policies and directives (maintain familiarity of Federal Qualification Standards system used within the IMAT).
- d. Gain and maintain a working knowledge of Defense Support of Civil Authorities (DSCA) including, but not limited to, existing military capabilities available to conduct DSCA; the process for utilizing military capabilities for DSCA; FEMA's regional construct; DoD's Defense Coordinating Officer/Element (DCO/E) construct and responsibilities (includes Emergency Preparedness Liaison Officer/teams); FEMA response plans requiring DSCA; and USNORTHCOM contingency plans (CONPLAN) and USARNORTH associated supporting plans.
- e. Advise the National IMAT on DoD capabilities in support of FEMA for DSCA missions.
- f. Coordinate with USARNORTH, USNORTHCOM, FEMA, DCOs, and other DoD Services and agencies as required to support FEMA and the National IMAT mission.
- g. Report to the Deputy Commanding General, Operations (DCG-O), USARNORTH within delegated authority and guidance for the management, planning, direction, oversight and synchronization of DoD capabilities in support of FEMA. Provide officer and NCO evaluation support forms in accordance with (IAW) regulations, indicating the USARNORTH DCG-O as the senior rater for officers and the reviewer for NCOs.
- h. Submit weekly situation reports (SITREP)/storyboards to the USARNORTH G3 and G5. Be prepared to participate in FEMA, USARNORTH and USNORTHCOM battle rhythm events.
- i. Assist the USARNORTH G-5 and DCE planners in ensuring that military regional support plans and complex catastrophe support plans are synchronized with FEMA national plans.
- j. Participate in the development and implementation of a long term strategy for FEMA National Incident Management Teams and the role of any assigned military personnel.
- k. Exercise full supervisory responsibilities for assigned or attached personnel including evaluations according to AR 623-3, Evaluation Reporting System.

l. Assess the assigned military personnel's role and mission as part of the National IMAT and recommend changes to improve support to FEMA. Develop a Position Task Book for the IMAT Team Leader as required.

m. Participate in FEMA National IMAT training, exercises, and drills.

n. Deploy with the National IMAT IAW the required response and availability timelines for planning, training and actual events within prescribed timelines. Maintain DoD Continental United States (CONUS) deployment standards, to include Medical Protection System (MEDPROS). Submit Defense Travel System (DTS) authorizations and vouchers as soon as possible to the USARNORTH DTS.

o. Conduct FEMA, USNORTHCOM and USARNORTH required DSCA and administrative training within 90 days of assignment.

p. Assist USNORTHCOM and USARNORTH in DoD/National IMAT exercise coordination and lessons learned.

5. **FEMA National IMAT.** The National IMAT team leader will have the following duties and responsibilities regarding assigned military personnel:

a. Direct the activities (planning, travel, response, training, leave and professional development) of the DoD personnel, and supported by a Position Task Book. Provide (at no cost) workspace, telephone with facility and FEMA-unique information systems access, credentials and badging, telephonic non-secure long distance instrument, FEMA computer with authorities to access FEMA networks and remote (wireless) access, printing capabilities, and internet access.

b. Provide letter input to the military personnel's performance evaluations when requested, according to Army Regulation 623-3 "Evaluation Reporting System."

c. Travel reimbursement funding and financial transactions:

(1) FEMA will provide reimbursement funding for the liaison officer's (LNO) disaster-related travel costs (travel, per diem, lodging, and vehicle rental costs in accordance with federal travel regulations) when LNO support is requested by FEMA.

(2) FEMA will provide reimbursement funding for the LNO's travel costs associated with training, exercises, and other steady state activities when an LNO is requested to participate by FEMA. Approval of travel will be in accordance with FEMA guidance.

6. USARNORTH.

a. Select and provide military personnel to the National IMATs as required, and coordinated and approved by HQDA IAW the normal tour length not to exceed four years. Military personnel must have a valid TOP SECRET clearance and meet DoD deployable standards within the United States. Provide each member an USARNORTH appointment letter.

b. Ensure military personnel are initially trained on DSCA operations within 90 days of arrival to include designated FEMA on-line courses; DSCA phase I (on-line) and II (resident course), and observation of a DCO Certification Exercise (CERTEX)/collective training event.

c. Provide administrative and logistical supervision and support via the DST to include access to the USARNORTH portal and DTS.

d. Provide equipment accountability through the USARNORTH HQs Battalion property book officer and assigned Company Commander/hand receipt holder.

e. Coordinate for government vehicle if required.

f. Provide each military member a USARNORTH-issued government computer with remote (wireless access) and cellular communications device (cell phone/Blackberry).

g. At the conclusion of the pilot program period, in conjunction with USNORTHCOM and HQDA, initiate force structure documentation changes in support of the National IMATs.

7. General Information.

a. This MOA is not a fiscal or funds obligation document. Reimbursement of the LNO's costs as noted in paragraph 5c (1) and (2) shall be processed only after FEMA and USARNORTH execute an Interagency Agreement (IAA) or Interagency Financial Transaction (IFT) for the reimbursement of those expenses.

b. This MOA will come into effect when signed by the Deputy to the Commanding General for USARNORTH and the Assistant Administrator for Response of the Federal Emergency Management Agency (FEMA).

c. Further reviews and revisions shall not be constrained or required in a specific period of time. This MOA may be modified upon the mutual written consent of the parties.

