Understanding EMAC for Washington State
What is EMAC?

- EMAC is a nationally adopted state-to-state mutual aid compact that facilitates the sharing of resources across state lines during emergencies.
- EMAC became Public Law (104-321) when ratified by the United States Congress in 1996.
- All 50 states, Puerto Rico, the U.S. Virgin Islands, Guam, and the District of Columbia have passed the EMAC legislation and are members of the Compact.
- Under EMAC, a state can share any resource with another member state so long as the governor of the impacted state has declared an emergency.
- The EMAC Mission is to facilitate the efficient and effective sharing of resources between member states during emergencies.
What EMAC Does

• Provides a responsive mutual aid system for sharing resources.
• Maximizes the use Member State Resources.
• Provides immunity and tort protection.
• Provides for Workers Compensation.
• Provides professional license reciprocity.
• Is the primary resource provider when federal support is not warranted.
What EMAC Does **not** do!

- Replace the need for federal support.
- Permit the use of National Guard resources for military purposes.
- Endorse self deployment.
- Replace existing mutual aid agreements.
- Hoard/stockpile/prioritize/allocate resources.
- Move resources directly from county-to-county or city-to-city level (EMAC is state-to-state *only*).
- Rely upon federal Disaster Assistance Program (DAP) funds to reimburse EMAC costs incurred by Assisting States.
EMAC: Meeting the Need

- During the Red River flooding in North Dakota and Minnesota, 1,029 civilian and National Guard personnel were deployed through the EMAC system. Civilians accounted for 30%.

- During Hurricane Gustav and Ike in 2008, 12,279 civilian and National Guard personnel were deployed through the EMAC system. Civilians accounted for 24%.
EMAC Terminology

EOS – EMAC Operations System
Online system tracking all open events where interstate mutual aid has been requested.
EMAC Roles

Designated Contact

- Trains Staff on the functionality of the EMAC Operations System (EOS).
- Makes assistance recommendations to the Authorized Representative based upon available Assisting State Resources.
- Maintains contact with, and monitors deployed resources.
- Responsible for deployment documentation and assembly of reimbursement package.

Authorized Representative

- Has the authority to commit state resources to a Requesting State or can initiate resource requests.
- Has the authority to sign REQ-A’s.
EMAC Roles

A-Teams (Advance Teams)

- Implement the EMAC Request and Offer Phase on behalf of the Requesting and Assisting States and monitor deployed resources throughout the Response Phase.

- Operate as an internal EMAC resource coordinating component of the Requesting State, or be deployed from an Assisting State to an affected state.

- Trained on the EMAC A-Team Standard Operating Guidelines, the EMAC Operations System (EOS), and the use of reports available through the EOS.
Assisting State

- Prepares to offer assistance when requested from affected state(s).
- Evaluates current activities and determines availability of response assets.
- Seeks approval from EMAC Authorized Representative to offer assistance.
Requesting State

• Confirms a Governor-declared State of Emergency in his or her state.
• Evaluates current inventory and identifies potential gaps in response capability.
• Verifies the need for assistance (personnel, equipment, skills, etc.).
• Stands up in-state A-Team.
• Determines the need for an external A-Team.
• Opens an EMAC Event within the EMAC Operations System.
• Posts a SITREP (situation report) on the EMAC website and broadcasts as deemed appropriate.
• Considers standing up a Reception Center based upon the magnitude of the event to check in/out deploying resources.
EMAC Roles

State Contracting

• Process Intergovernmental Agreement (IGA) Amendments or assist in the initial processing of an IGA.

State Finance

• Assign program indexes to charge deploying resource use (deployed resource expenses are reimbursed by the Requesting State).
• Reviews reimbursement package, and prepares an invoice for billing to the Requesting State.
How EMAC works

1. Governor declares a state of emergency due to a natural or man-made disaster.
2. State requests resources from EMAC member states through the state emergency management agencies.
3. State emergency management personnel and local resource providers work together to identify available resources and estimated mission costs.
4. The Requesting and Assisting States execute the EMAC Form REQ-A.
Continued...

5. Personnel deploying are given a Mission Order Authorization Form which outlines the mission, helpful information, and guidance.

6. At the completion of the mission, resources demobilize and return to the home state.

7. Deployed personnel provide required documentation to assemble reimbursement packages.

8. Reimbursement package is sent to the Requesting State.

9. Requesting State reimburses the Assisting State.
Requesting Assistance

Requesting State responsibilities:

• Confirms that the Governor has declared a State of Emergency.

• Evaluates current inventory and anticipated needs to identify potential gaps in response capability. Verifies the need for assistance.

• A designated Contact (DC) or an activated A-Team enters requests for assistance into the EOS (EMAC Broadcast).
EMAC EOS Broadcast

Requests for resources are posted on the EOS as well as emailed to all selected Authorized Representatives and Designated Contacts and contains information which will appear on Section I of the REQ-A.

Resource Request #514-RR-2096

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Jesse Eret</th>
</tr>
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<tbody>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:Jesse.Eret@state.nm.us">Jesse.Eret@state.nm.us</a></td>
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<tr>
<td>Contact Phone:</td>
<td>(505) 476-0875</td>
</tr>
<tr>
<td>Update:</td>
<td>The New Mexico Department of Homeland Security and Emergency Management is looking for three Public Assistance Recovery Specialists. The deployment length may range from 17 to 32 days (including travel days) depending on availability. The deployment date may be as soon as 10/07/2013. Please submit offers to <a href="mailto:nm.ecc@state.nm.us">nm.ecc@state.nm.us</a> or (505) 476-9635. For questions concerning mission specifics contact Brian Williams (Recovery Unit Manager) at <a href="mailto:Brian.Williams@state.nm.us">Brian.Williams@state.nm.us</a> or (505) 476-9601.</td>
</tr>
<tr>
<td>Broadcasted To:</td>
<td>All</td>
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<tr>
<td>Total Recipients:</td>
<td>368</td>
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Responding to a request in EOS

- Assisting State staff trained in the EOS evaluate the request and make recommendations to the AR.

- If assistance is available personnel begin working on cost estimates and logging into the EOS to initiate the “Make Offer” process.

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<table>
<thead>
<tr>
<th>Event Name:</th>
<th>MRP Testing</th>
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<tbody>
<tr>
<td>State Mission TN #:</td>
<td>EM Software TN #:</td>
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<tr>
<td>Requesting Agency:</td>
<td>EMAC TN #:</td>
</tr>
<tr>
<td>Requesting State REQ-A Contact:</td>
<td>486-RR-2068</td>
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<tr>
<td>First Name:</td>
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<td>Type / Status:</td>
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<tr>
<td>Mission Description:</td>
<td>Type IV EMAC A-Team</td>
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</table>
Making an offer

To make an offer, the Assisting State DC logs into [www.emacweb.org](http://www.emacweb.org) and clicks on the “EMAC Operations System (EOS)”.

**Documents**
- EMAC Operations Manual
- ETF Operating Protocols
- NCS SOG
- A-Team Typing Structure
- NELT SOG
- EMAC REQ-A
- EMAC R-1
- EMAC R-2

**Time Zone Clock**
- 5:04:06 PM Eastern
- 4:04:06 PM Central
- 3:04:06 PM Arizona (no DST)
- 3:04:06 PM Mountain
- 2:04:06 PM Pacific
- 12:04:06 PM Alaska
- 12:04:06 PM Hawaii
- 9:04:06 AM Guam (+1 day)

**EOS Sandbox**
The Sandbox allows a single state to play the roles of both the Requesting & Assisting State in a closed version of the EMAC Operations System. The best way to learn how to use the system is by exercising it.

Go to the sandbox!
The Offer

The Assisting State DC locates the request from the broadcast email and clicks on the green arrow to the left of the request to open.
Continued...

Once the request is open the Assisting State DC clicks on “make offer”, and populates the fields on each tab then clicks “save”.
Continued...

- Once data is entered for all tabs, the “make offer” action populates Section II of the REQ-A.

- The Assisting State DC calls the Requesting State Point of Contact (POC) to let the state know an offer has been provided for consideration.

- Follow up contact may be needed if no answer is provided within the time period designated at the time of the notification phone call to determine if the offer is accepted or rejected.
Accepting an “Offer”

- If accepted, the Requesting State simultaneously begins the IGA amendment (for resources not originating from state agencies) and completing the Request for Assistance (REQ-A) process.

- If the identified resource is from a state agency and not a local jurisdiction, an IGA is not needed.
Intergovernmental Agreements (IGAs)

- Local jurisdictions ‘owning’ potential resources (equipment or personnel) for deployment under EMAC must first have an Intergovernmental Agreement on file with EMD. Selection of resources for potential deployment will first be made from the pool of executed IGAs.

- In response to a Request for Assistance, the IGA on file is amended with the same cost estimates as cited in Section II of the (REQ-A). Deploying personnel under the IGA are considered agents of the State for purposes of tort liability and immunity.
Amendments

1. The IGA Attachment Budget Draft spreadsheet (below, left) is part of the IGA Amendment and cost are provided by the resource provider.

2. Complete the IGA Attachment Finance Breakdown spreadsheet on the Amendment (below, right).

3. Ensure all three totals match (two IGA spreadsheets and REQ-A Part II).

*Files located at: S:\Logistics Section\Mutual Aid\Legal Documents\IGAs\IGA Templates*
Continued...

4. Email the electronic draft IGA amendment to the contracting staff.

5. Upon approval, the contracting staff sends the file (saved as PDF) to the originating DC to email to the local jurisdiction for signature.
   - To expedite the deployment process, scanned / emailed signed documents are accepted; however, the original must be on file prior to reimbursement.

6. The returned amendment is assigned a charge code, and signed by finance.
EMAC REQ-A

- The official form used to request, offer, and accept assistance through EMAC.
- One mission per REQ-A
  - Requests with multiple missions must be broken out into multiple REQ-A’s.
- The REQ-A is the basis for financial reimbursement for EMAC resources.
- The REQ-A contains three-parts constituting a legally binding contract when executed.
REQ-A section I

- Completed online through the EOS or via downloaded Excel workbook via the EOS, with information included as part of the Request for Assistance Broadcast.

- Contains information on the missions, resources requested, dates needed, working and living conditions, staging location, and contact names and numbers/email.
REQ-A section II

- Section II, completed by the Assisting State, rolls up cost estimate data from the following tabs in the REQ-A Workbook:
  - Travel
  - Equipment
  - Commodities
  - Other
  - Personnel
Section II – if using an MRP

• Mission Ready Packages (MRPs) are based upon the format of Section II of the REQ-A with pre-estimated costs for commonly requested resources.

• MRP’s are developed to reduce time during a response.
REQ-A – Section III

Section III, completed by the Requesting State, acknowledges acceptance of the cost estimate for the mission and makes the mission a legally binding agreement for reimbursement purposes.
Mission Authorization

Once Section III is signed, an Authorization to Deploy is provided to the Assisting State and Resources can deploy to the Requesting State.

- Automatically generated within the EOS.
- Can be executed via official letterhead if the EOS is inoperable.
Travel Arrangements / Forms

Travel arrangements are made by the personnel executing the REQ-A and IGAs and include information for the following:

- Travel Authorization.
- Airline itineraries.
- Car rental reservations.
- Hotel reservations.
- Executed REQ-A.
- Signed Deployment Checklist.
- Blank Demobilization Checklist.
- Signed “Go Kit” check out.
- Emergency contact sheet (EMD/home/destination).
Pre-Deployment Briefing

• A PowerPoint Deployment Briefing template is located at S:\Logistics Section\Mutual Aid\Interstate Mutual Aid\EMAC Deployments\Deployment Forms and Briefing and is easily updated with mission-specific information.

• If the deploying personnel are unable to receive their briefing in person, the briefing can be held over the phone and documented on the Deployment Checklist.
Reimbursement Documentation

From the moment the REQ-A is executed, personnel are working toward demobilization and reimbursement.

Eligible Costs:

• Personnel – Salaries and benefits based on current rates.
• Travel – Transportation, fuel, tolls, baggage, parking, etc.
• Lodging – approved rates per REQ-A.
• Meals – EMD’s policy is to reimburse at GSA per diem rates.
• Equipment – approved as cited on REQ-A; maintenance/operating costs; loss or damage during mission use; approved costs to restore to pre-deployment condition, etc.
• Commodities – approved as indicated on REQ-A.
Ineligible Costs

- Administrative Costs or other costs incurred by Assisting States responding to EMAC requests, unless specified in the REQ-A.
- Costs for alcohol, tobacco, toiletries, and similar items.
- Costs incurred by those who self-deployed (including those with a spurious REQ-A).
- Costs for items not specified in the REQ-A or an amendment.
- Replacement or purchase of items outside the mission assignment dates as designated in the REQ-A.
Reimbursement Steps

1. Deployed resource (personnel & equipment) reimbursement documentation is submitted to their home duty station for payment.
   • If EMD employee, documentation is submitted to the state DC for the deployment.

2. Resource home duty station reimbursement documentation is submitted to the Assisting State DC for the deployment.

3. Assisting State DC for the deployment prepares R-1, supporting required documentation, and delivers to State Finance for billing to the Requesting State.
Reimbursement EMAC R-1

- EMAC R-1 (Reimbursement 1) – is used for all Interstate reimbursement.
  - The Assisting State DC completes the form using reimbursement documentation.
- The EMAC R-1 form is located at www.emacweb.org on the main page after user login.
Reimbursement continued...

- EMAC R-2 (Reimbursement 2) – is used for reimbursement at the Intrastate level.
  - If used the deploying jurisdiction completes and sends to the EMD DC with all reimbursement documents.

- The EMAC R-2 form is located at www.emacweb.org on the main page after user login.
Reimbursement - Personnel

Submit copies of the following documents:

• Executed REQ-A.
• Travel Authorization & Mission Authorization.
• Work records from deployment site.
• Home duty station timesheet.
• Pay stub for deployment period.
• Travel expenses
  o Zero balance hotel receipt.
  o Travel expense receipt (not state purchased).
    ▪ Flight itinerary.
  o Receipts for approved purchased goods (rental car, fuel, etc.).
• Receipts for other approved costs (injury claims, etc.).

*Credit card statements are not receipts!*
Reimbursement - Equipment

Submit copies of the following documents:

• Executed REQ-A.

• Shipping receipt.

• Receipts associated with operating, maintenance, and approved repair costs.

• Equipment operating log.

• Receipts for other approved costs.

• Photos of equipment pre and post deployment to justify repair costs.

• Personnel costs associated with equipment operation follow the requirements for “Reimbursement – Personnel”.
Reimbursement-Assisting State

Submit copies of the following documents:

- Cover letter to Requesting State.
- Executed REQ-A.
- Completed R-1.
- Personnel expenses breakdown by sub-object.
- Current W-9 for Assisting State.
- Copies of all receipts arranged by category:
  - Personnel.
  - Equipment.
Reimbursement – State Finance

1. The Assisting State DC for the deployment prepares all documentation for signature by an Assisting State AR.

2. The approved reimbursement package is scanned for records retention and the hard copies are hand carried to State Finance.

3. State Finance prepares the invoice for billing to the Requesting State and sends the package for processing.

4. State Finance notifies the Assisting State DC when payment is received.

*The Assisting State DC follows up on all unpaid invoices after 60 days*
Questions?

EMD Logistics Staff

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