

FEMA TEMPORARY DIRECTIVE TRANSMITTAL

RR-OP-LG-RE

March 12, 2002

02-02(T)

FEMA-distinctive Clothing Program Policy and Procedures

1. **Purpose.** This temporary directive transmittal establishes policy and procedures for authorizing, ordering, issuing, reimbursing and tracking FEMA-distinctive clothing provided by FEMA to employees who are engaged in or will be engaged in disaster operations.
2. **Applicability and Scope.** This temporary directive is applicable to FEMA personnel responsible for approving, ordering, issuing, and tracking FEMA-distinctive clothing in FEMA headquarters, regions, and field establishments, including disaster field offices and disaster fixed sites.
3. **References.**
 - a. Director's Memorandum, FEMA-Issued Clothing, dated November 28, 1996.
 - b. FEMA OS Directorate InfoGram, No. 00-02, FEMA-Disaster Approved Clothing, dated October 22, 1999.
4. **Policy.** FEMA-distinctive clothing can only be issued to FEMA personnel that are engaged in, or will be engaged in, disaster operations. Although FEMA-distinctive clothing is not considered accountable property, prudent measures must be taken to ensure the clothing is used properly and is worn for the purposes for which it was designed. FEMA employees who are issued FEMA-distinctive clothing are responsible for its care and are expected to exercise good judgment and discretion when wearing the FEMA insignia. FEMA-distinctive clothing should not be worn in places during activities that may be considered inappropriate. Employees are also prohibited from giving away, trading, or otherwise bartering FEMA-provided, FEMA-distinctive clothing. Violating this policy could be a basis for disciplinary action. FEMA-distinctive clothing also is not a substitute for a FEMA identification badge.
5. **Background.** In the past, FEMA has issued certain clothing such as caps, shirts and jackets for use when employees are activated to support disaster operations as a team member on disaster teams such as the Emergency Response Team-Advanced Element (ERT-A), Emergency Response Team (ERT), National Emergency Response Team (ERT-N), Preliminary Damage Assessment Team (PDA), Community Relations Team,

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Rapid Needs Assessment Team (RNA), Regional Operations Center staff (ROC), or Emergency Support Team (EST). This clothing assists in readily identifying FEMA employees who are working in a multi-agency environment and complements our efforts to promote Agency cohesiveness in disaster operations. FEMA has a significant interest in ensuring that FEMA personnel always present the best personal and professional behavior, especially when wearing the FEMA “insignia”.

6. **Definitions.**

a. **FEMA-distinctive clothing.** Clothing approved by the FEMA Director that is embroidered with FEMA-distinctive insignia and is worn by FEMA disaster workers for the purposes of visibility when working in a multi-agency environment. This clothing is issued as a part of personal gear for working on emergency teams.

b. **Standard-issue clothing.** FEMA-distinctive clothing that is stocked in the FEMA National Storage and Warehousing System. This clothing has been approved by the FEMA Director and is centrally stocked at Territory Logistics Center Central (TLC-C) in Fort Worth, Texas.

c. **Standard-issue clothing set.** A set of FEMA-distinctive clothing articles issued to FEMA employees that may be engaged in disaster operations. A clothing set is comprised of: one ball cap, one wool knit cap, one coaching jacket, two blue golf-style shirts, two white golf-style shirts, and two mock turtleneck shirts (blue or white as available).

d. **Special-issue clothing.** FEMA-distinctive clothing articles carried in stock that are high dollar-value and are generally needed for extreme environmental conditions. These items require more stringent controls and a higher management-level of authorization.

e. **Special-order clothing.** Clothing articles that are not standard stock items and therefore require either a one-time buy authority or approval to be purchased and carried as a standard stock item.

7. **Responsibilities.**

a. The Director, Operations Division, Readiness, Response and Recovery Directorate, FEMA HQ is responsible for:

1) Establishing policy for the FEMA-distinctive Clothing Program and requirements such as what the standards are, what clothing articles will be included as standard issue and standard stock items, and quantities for on-hand stockage based upon anticipated requirements.

2) Managing the ordering, receipt, storage and distribution of FEMA-distinctive clothing under the FEMA National Storage and Warehousing Program,

ensuring that FEMA-distinctive clothing is appropriately tracked and establishing stockage targets based upon historical records and the manufacturer's production and delivery timelines.

b. The Chief Financial Officer is responsible for establishing and interpreting the financial regulations and rules that govern the procurement of FEMA-distinctive clothing.

c. Chief, Disaster Logistics Branch, through the Chief, Logistics Readiness Section, is responsible for the day-to-day management of the program, developing standard operating procedures and stocking the clothing in the FEMA National Storage and Warehousing System.

d. The following FEMA officials are responsible for ensuring the FEMA-distinctive clothing policy is adhered to, and for authorizing each order, by signature, in their respective areas of authority:

- (1) Federal Coordinating Officers (FCOs);
- (2) Regional Operations Center (ROC) Directors;
- (3) Emergency Support Team (EST) Directors;
- (4) Regional Directors;
- (5) Regional Readiness, Response and Recovery Division Directors;
- (6) Regional Administration and Resource Planning Division Directors;
- (7) Program Managers at HQ and fixed disaster facilities; and,
- (8) Mobile Operations Branch Chief.

e. The Regional Accountable Property Officer/Program Custodial Officer is responsible for maintaining a central file of all issues of FEMA-distinctive clothing in their areas of responsibility.

8. **Ordering Procedures.** FEMA-distinctive clothing items are ordered in the following two instances: 1) during a disaster, and 2) before a disaster occurs. A specific disaster order occurs upon a disaster declaration and more than likely entails submission of an urgent order requiring immediate delivery. A pre-disaster order occurs long before a disaster declaration and facilitates the issuance of clothing, in advance, to team members pre-rostered on teams such as the ERT, ERT-N, EST, Regional Operations Support Teams, Preliminary Disaster Assessment (PDA) Teams, Community Relations Teams and the like. All orders must be paid for by the requestor by including a fund cite against either disaster-specific or non-specific disaster funds.

a. **Ordering during a disaster.**

(1) Upon authorization by a responsible official (see paragraph 7e, above), the Logistics Section Chief, Accountable Property Officer (APO), Custodial Officer (CO), or other designee will:

(a) Phone, e-mail or fax the order using FEMA Form 63-3, Request for FEMA-Distinctive Clothing (Attachment A) direct to TLC-Central, Attn: FEMA-distinctive Clothing Custodian. See Attachment B, Clothing Order Flow Chart. Requests for FEMA clothing will be placed to the telephone numbers listed in Attachment C during normal business hours. E-mail requests should be forwarded to TLC-Central, with a copy to the Agency Logistics Center and Logistics Readiness Section.

(b) Follow-up all faxed or e-mailed requests with a phone call to TLC-Central.

(c) Attachment D is the current price list. Prices should be validated prior to each order.

(2) During emergencies, if unable to reach TLC-Central, contact the Agency Logistics Center (ALC) or Logistics Readiness Section. (See Attachment C for these names, phone numbers and e-mail addresses.)

b. **Ordering in advance of a disaster.** The same procedures apply as above except a disaster declaration number is not required on the request form, the authorizing official will change, and the mode of transportation may differ. For example, rather than having to ship overnight, the order can be shipped routinely thereby avoiding higher expedited shipping costs. Ordering in advance additionally eliminates having to issue clothing during the early stages of a disaster when the operational tempo is extremely intense.

c. **Ordering special-issue clothing items.** Orders for Special-issue clothing, as defined in paragraph 6c, must be submitted to the Director, Operations Division (RR-OP) for approval. These articles of clothing are generally required for extreme environmental conditions and are considered sensitive, therefore requiring special approval. Detailed instructions for ordering special-issue clothing will be issued at a later date.

d. **Requesting non-stocked clothing items (special-order clothing).** If the types of clothing currently in stock (Attachment D) do not meet immediate needs, the approval to procure non-stocked items must come from the Director, Operations Division (OP). If a one-time approval is obtained, the requestor will send a sample of the new item, specifications and costs to the OP Director, for consideration to add the item to standard stock. Likewise, recommendations for additions, changes, or deletions to standard stock can be submitted to the RR-OP Director for consideration.

e. Reimbursement Procedures.

(1) TLC-Central will forward a FEMA Form 40-1, Requisition and Commitment for Services and Supplies, (Attachment E) to the authorized requestor along with the clothing shipment. (This procedure will change once TLC-Central becomes NEMIS capable.)

(2) The authorized requestor will sign the FEMA Form 40-1, get the Budget/Finance certification of funds, and then return the original FEMA Form 40-1 to the TLC, within two working days from clothing receipt. The requestor will also return the signed FEMA Form 61-8, Property Transfer Report to TLC Central. (See Attachment F for sample 61-8).

(3) The above procedures must be modified when using the NEMIS (National Emergency Management Information System). Specifically, the NEMIS-produced 40-1 will be returned to the TLC attached to the original 40-1 sent along with the 61-8. The 40-1 produced in NEMIS must be compatible with the FEMA HQ Acquisition Management Procurement Tracking System (PROTRAC); therefore, the format of the 40-1 Document Control Numbers must be preceded with a "W" (1st Digit) and end with a "Y" (8th Digit) as shown in sample 40-1 in Attachment D. Since a "W" indicates headquarters requisition, NEMIS staff has assigned a FEMA headquarters person as Program Head. This individual must approve all 40-1s entered into NEMIS for the purchase of FEMA-distinctive clothing. The Program Head's name should appear on the last line in Block 12 (Approvals) on the 40-1. To ensure there is a "Y" in the proper position, the "PROTRAC flag" box in the tracker Worksheet, Coordination sub-tab must be checked. (See example in Attachment G).

f. Issuing to Personnel and Tracking.

(1) The TLC will issue items requested on a FEMA Form 61-8, Property Transfer Report. A permanent record of each issue should be maintained by the requestor to establish historical files of who has been issued standard clothing, the quantity issued, and the date of issue. Under normal circumstances, an initial-issue of standard clothing should not require replacement in less than a two-year period. FEMA clothing is considered government property. The clothing does not belong to the employee – as such, the employee is not permitted to give the clothing away or trade it.

(2) The authorized custodian will issue each clothing item or set of clothing items to recipients on a FEMA Form 61-9, Custody Receipt for Government Property on Personal Charge. (See Attachment H for sample Form 61-9). The Form 61-9 will be modified as shown in Attachment H in the certificate of receipt and responsibility block to include the following statement: " I have not received a like issue of clothing within the last two (2) years." A justification must accompany all requests for a reissue. The Regional APO or Program Custodial Officer will maintain a central file of these Hand

Receipts to facilitate audit as required. Disaster Logistics Branch staff will conduct periodic and random audits of Regional and Program Office central files.

g. **Delivery Procedures.**

(1) The goal is to deliver specific disaster orders not later than two business days from the approved request. High priority orders should only apply to recently declared disasters. Non-specific disaster orders will be delivered within five (5) working days from receipt of order. Disaster-specific, high priority orders received before 10:00 a.m. Central Standard Time (CST) normally can be processed and delivered the next business day. Once the TLC receives the validated order, the customer will be notified as to availability, substitution options, and delivery times. Contacting the TLC as early as possible allows adequate time to make adjustments to the request should the TLC be out of a particular item or size, and still meet the requestor's delivery date and time.

(2) If stocks are not sufficient, the Logistics Readiness Section will place the order directly to the vendor and have either all or part of the order directly shipped to the customer.

9. **Point of Contacts.**

a. Direct questions, comments or suggestions regarding this policy to Kimberly C. Vasconez, Logistics Readiness Section Chief, Disaster Logistics Branch, Operations Division, RRR at FEMA Headquarters, Federal Center Plaza Building, room 517. She can be reached at FSN 651-4335 or commercial (202) 646-4335.

b. Contact William E. Smith, Program Head for FEMA Headquarters requisitions for approval of 40-1s for FEMA-distinctive clothing at FSN 651-2927 or (202) 646-2927.

10. **Expiration Date.** The provisions of this temporary directive expires March 1, 2003, or until superseded.

/s/

Kenneth S. Kasprisin
Assistant Director
Readiness, Response and Recovery
Directorate

Attachments

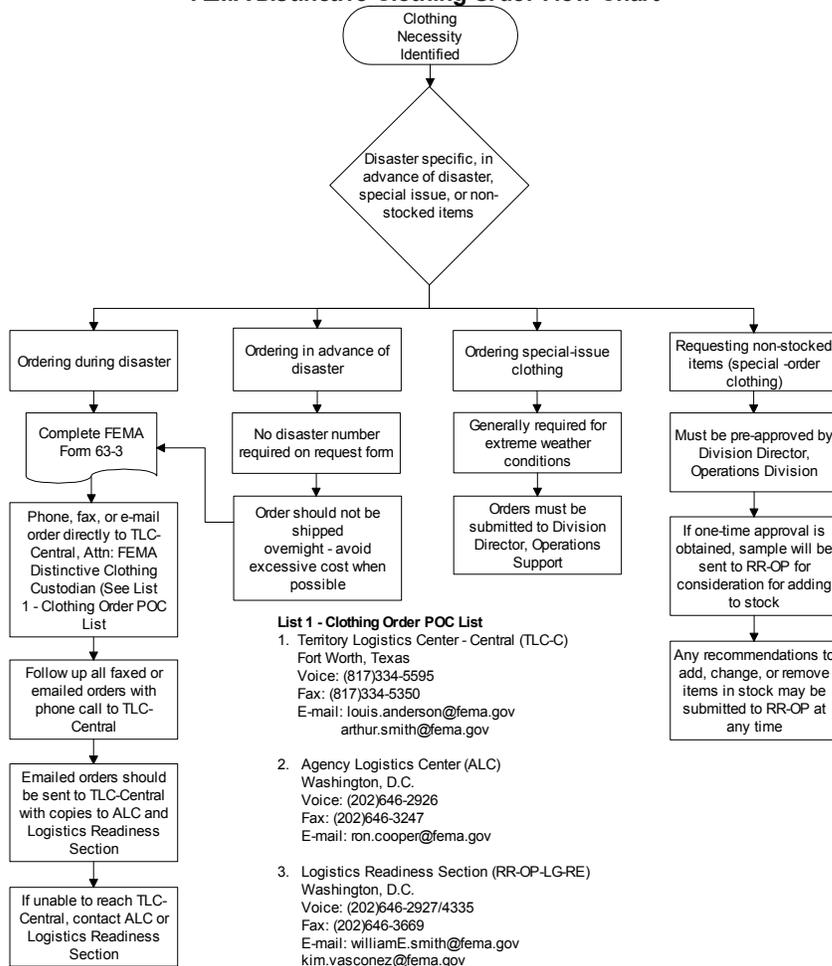
[A-FEMA Form 63-3, Request for FEMA-Distinctive Clothing](#)

[B-Clothing Order Flow Chart](#)

C-Key Points of Contact Information

[D- FEMA-Distinctive Clothing Price List as of February 2002](#)
[E-Sample FEMA Form 40-1, Requisition and Commitment for
For Services and Supplies](#)
[F-Sample FEMA Form 61-8, Property Transfer Report, FEMA-
Distinctive Clothing Issue](#)
[G-Sample NEMIS Tracker 40-1](#)
[H-Sample FEMA 61-9, Custody Receipt for Government Property on Personal Charge](#)

FEMA Distinctive Clothing Order Flow Chart



Note: Pre-disaster ordering facilitates issuance of clothing to team members pre-rostered on teams such as the ERT, ERT-N, EST, Regional Operations Support Teams, Preliminary Disaster Assessment (PDA) Teams, Community Relations Groups, and others. All orders must be paid for by the requestor by including a fund cite from either disaster specific or non-specific funds. Pre-disaster ordering allows responders to focus on disaster response in the initial stages of a disaster when operational tempo is highest.