

Sample Duty Paragraphs Emergency Manager, GS-301-XX

Program Coordination

Assures ongoing understanding of laws, regulations, policies, practices and expectations of policies, of other federal, state and local governmental agencies is consistent with policy on USACE emergency response operations. This requires a thorough understanding and extensive integration of the policies and procedures of multiple federal agencies, state and local governments, in addition to those of the Department of Defense (DOD).

Represents the MSC and/or District Commander on regional and local committees and meetings with DOD, DA, CONUSA, FEMA, DOT, states and local agencies to determine and coordinate support requirements and services to be provided by the USACE for both PL 84-99 and FRP missions. Additionally, serves as the technical expert in providing all interested parties (Federal, state and local executive and legislative organizations, levee boards, news media and the general public) appropriate information for planning, responding to and recovery from activities authorized under PL 84-99.

Plans and Policies Development

Provides program advice and recommendations to District Commander and staff, and to the MSC Commander and MSC Commander Forward as needed, on a wide array of program issues including policy applications, project eligibility and program execution for operational readiness and response activities pursuant to public laws, regulations and disaster assistance authority of the USACE, DOD, DA, FEMA, EPA, DOT and other Federal Agencies. Analyzes and interprets regulations, policies, and guidance to determine the impact of these documents on the MSC and/or District EM program. Develops specific guidance and supplements regulations for use by all districts within the MSC on MSC-wide issues.

Leads a district-wide team in developing district plans for disasters and emergency conditions that may threaten specific areas within the district boundaries (flood control, hurricane and shore protection, earthquakes, emergency water supply) and other contingencies requiring support to civil authority. Provides guidance to all district organization elements for implementing these plans.

Evaluation, Training and Exercises

Conducts regional or district-wide exercises to evaluate the readiness of the division and/or district's capabilities. As assigned, provides support to national/regional training activities. Conducts after-action sessions to develop a District corrective action plan and provides recommendations to MSC and/or HQUSACE for improvements in response capabilities.

Responsible through the MSC Emergency Manager to the MSC Commander and directly to the District Commander to assure a proper state of readiness of the District assets (including PRTs and individual functional team members) who will respond to an emergency. Assures the pre-identified district personnel are trained and prepared to assume command and control in the event of a disaster within the area assigned by the Division Commander.

In coordination with district supervisors and District Commander, ensures that Planning and Response Teams (PRTs) are properly staffed and trained. In coordination with individual supervisors, assures that Functional Team (FT) members are properly trained. Assures that both PRT and FT members are prepared to execute their mission based on direction from the higher headquarters.

Emergency Response and Recovery

Ensures that district Emergency Operations Center (EOC), alternate headquarters (AH), and in coordination with the Information Management Office the alternative communication cover (ACC) are maintained in a high degree of readiness and are prepared to conduct operations.

Reviews requests for assistance and makes recommendations on acceptance to the District Commander. Defines district support requirements during emergency response operations and ensures effective integration of district resources. Deploys district resources to emergency needs as authorized. Assigns and coordinates teams to provide technical assistance to other federal, state or local agencies to include damage assessments resulting from floods, hurricanes, impacted shore protection and earthquakes. As directed by leadership, ensures timely activation of PRTs and individual functional team members to permit rapid deployment to area assigned by the USACE Operations Center (UOC).

Fiscal Management

Maintains and monitors controls for sound financial management of all emergency preparedness and response and recovery functions. Reviews and submits program goals within funding allocation received from MSC Commander. Monitors expenditures and obligations for current year programs recommending revisions and adjustments as necessary. Manages allocation of funds and staff resources to accomplish assigned mission. Assures sufficient supplemental resources are requested and provided in a timely manner when dealing with emergency response, rehabilitation projects, emergency water supplies and drought assistance and advanced measures.

Federal Response Plan (FRP)

Serves as District leader regarding support under the FRP. In that role, is responsible for support of HQ, USACE and MSCs ongoing emergency management planning, training and coordination. As required, this includes dealing with other higher ranking leaders/managers from the Continental Army (CONUSA), Department of the Army (DA), other Department of Defense (DOD) agencies as well as from other federal agencies to include (at a minimum) the Federal

Emergency Management Agency (FEMA), Environmental Protection Agency (EPA), the Department of Transportation (DOT). The incumbent is responsible for ensuring that the USACE EM program is properly aligned with those of these agencies and departments thus resulting in a coordinated and integrated approach to disaster response and recovery activities. Ensures that knowledge of USACE ongoing authorities and capabilities for support remains current with these agencies; provides expert advice related to emergency response operations; and coordinates development and execution of the district's emergency preparedness and response plans for execution on a region-wide basis.

In coordination with the MSC Commander, MSC Commander Forward or District Commander manages, directs and coordinates the USACE response to the specific event with other federal agencies and state and local representatives. Assures that USACE-wide activation and deployment by all requested PRTs and functional teams is handled in an effective and timely manner to enable coordination of those personnel with other Federal, state and local agencies.

Participates in region-wide exercises in any of the USACE MSCs. Provides after-action recommendations for improving the USACE response and recovery activities. As required, provides support to national/regional training activities.

Additional requirements. These statements must be placed at end of all C/EM job descriptions.

Must possess, or be able to acquire a Secret security clearance.

Incumbent must be deployable on TDY assignments to any area in the USACE impacted by a natural disaster or national security emergency. Deployment normally last 30-days real time – but may be extended based on the specific situation.