

DEPLOYMENT CHECKLIST

Timeline	Task	Responsible Party	Completed By (Initial, date)
<i>Pre-deployment</i>			
	Verify MA request with ASPR Ops (Admin Finance) <ol style="list-style-type: none"> 1. Number of persons requested 2. Report date 3. Report/duty location 4. Assignment 5. Need for specific TA or SME skills 6. Verify adequacy of estimated budget to complete mission 7. Verify CAN 	OHSEPR (Director, Watch Officer)	
	Notify AS/RAs/Program Directors of request, include information on: <ol style="list-style-type: none"> 1. Mission 2. Number of persons requested 3. TA requirements (e.g., Child Care, Head Start, Disabilities, etc.) 4. Anticipated deployment date 5. Anticipated duration of deployment 6. Duty location 	OHSEPR Director	
	Request that RAs authorize REMS deployment and/or Program Directors/OpDivs to begin rostering volunteers	OHSEPR Director	
	Obtain Supervisor's approval for deployment	RA/PD/Supervisors	
	Provide critical travel information to HS WO <ol style="list-style-type: none"> 1. Name/SSN/contact phone #/primary email 2. Position Title 3. Nearest commercial airport for departure 4. Earliest expected availability for travel 5. Anticipated logistical support requirements 	REMS in affected Region (most likely to deploy first with IRCT) -or- Deploying personnel	
	Obtain volunteer rosters from RAs, Program Directors, Op/DivS, etc.	HS Watch Officer	
	Notify RAs/Program Directors, etc., of staff selected for deployment	OHSEPR Director	
	Notify staff selected for deployment	RA, Program Director	
	Coordinate travel logistics with OHSEPR HS Watch Officer and/or Regions <ol style="list-style-type: none"> 1. Departure airfield(s) 2. Departure time(s) 3. Arrival airfield(s) 4. Rental car authorization(s) 5. Lodging reservation(s) 6. Duty location 7. Name of deployment supervisor 	Deploying Staff OHSEPR Staff ASPR Mission Assignment	
	Arrange travel to and from deployment site: <ol style="list-style-type: none"> 1. Enter travel request into GovTrip, including Mission Assignment number and use reimbursable CAN: IIG9909DR 	Deploying Staff	

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	<ol style="list-style-type: none"> 2. After travel is approved by employee's immediate supervisor and OHSEPR financial officer, retrieve Travel Order from GovTrip. (<u>Under no circumstances should ACF deploying employees ever travel without an approved Travel Order</u>) 3. In some circumstances, such as IRCT-A, ASPR may coordinate travel for deploying staff. In this case, coordinate travel with the OHSEPR HS Watch Officer. 		
	<p>Provide pre-deployment briefings to deploying staff (can be done via e-mail)</p> <ol style="list-style-type: none"> 1. Nature and objectives of the mission 2. Mission lead (e.g., IRCT commander if activated, ACF Human Services Branch Director, Team Leader) 3. Where to report to 4. Who to report to (not necessarily same as mission lead) 5. Travel information 6. Lodging information (if known) 7. Facility safety and security procedures 	<p>HS Branch Director, HS LNO, HS Team Leader (most likely RA, REMS in affected Region)</p>	
Deployment			
	Submit daily time and attendance records to regional office or program office timekeeper including overtime hours worked and conduct daily briefing call (when applicable) with OHSEPR staff.	Deployed Staff	
	Submit ACF over-time form ACF-A-16Rev1 to OHSEPR financial officer.	Deployed Staff	
	Monitor needs for additional personnel in field, submit request to OHSEPR if necessary	HS Branch Director, HS LNO, HS Team Leader	
	Update Deployed Personnel Roster as changes occur	HS Branch Director, HS LNO, HS Team Leader	
Demobilization			
	Submit travel voucher within five (5) days of return through GovTrip and over-time form to OHSEPR financial officer within five (5) days of return.	Deployed Staff	