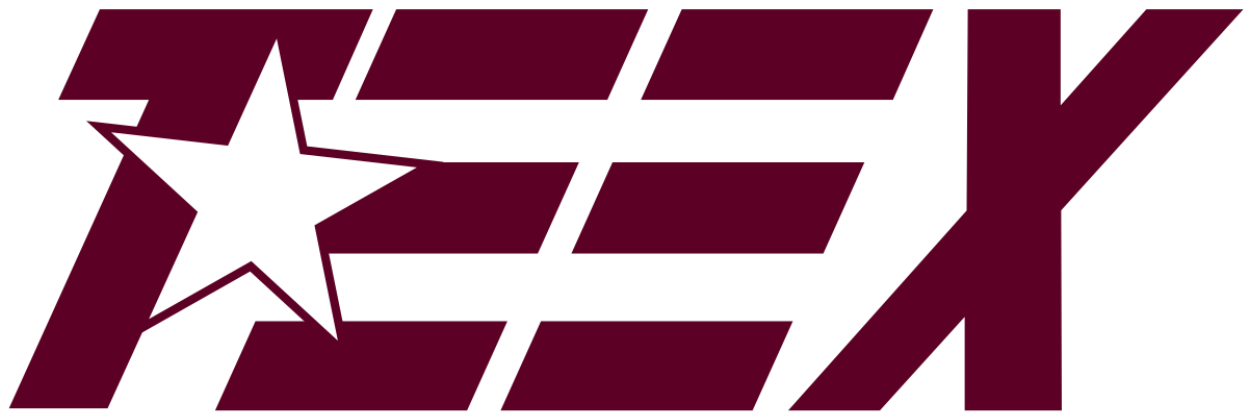


TEXAS A&M ENGINEERING



EXTENSION SERVICE

Special Response Team
Deployment Reimbursement
Manual

October 2025

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Purpose

The purpose of this document is to delineate the plan and procedures for payment and/or reimbursement of payroll expenses to include salaries/wages and associated fringe benefits incurred during all federal and State activations of a Special Response Team (SRT) Member and TEEX Agency Response. This plan will be used for any additional SRTs TEEX establishes in support of the State of Texas's needs.

Definitions

For purposes of this manual, the following definitions apply:

1. Activation: The process of TEEX mobilizing Members to deploy to a designated disaster site.
2. Alert: The process of TEEX informing Members that an event has occurred and that an SRT may be activated at some point within the next 24-48 hours.
3. Backfill: The assignment of personnel by the Employer to meet their minimum level of staffing to replace a deployed Member.
4. Deactivation: The process of TEEX demobilizing Members upon notification from the State or the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) to stand down.
5. Member: A rostered SRT Member.
6. Participating Agency/Employer: Member's Employer, which, by the execution of either a Texas Emergency Management Assistance Teams (TEMAT) Participating Jurisdiction/Employer Memorandum of Understanding (MOU) or Texas A&M Task Force 1 (TX-TF1) MOU, has provided official approval of their employee's membership involvement with the applicable SRT.
7. Personnel Rehabilitation Period: The period sometimes allowed by DHS/FEMA or the State for Members' rehabilitation to normal conditions of living following activation.
8. Portal-to-portal: Deployment reimbursement methodology tracked from Point of Activation through Point of Return instead of hours worked.
9. Reasonable Personal Costs: Approved out-of-pocket expenses incurred by a Member in the performance of their duties as a deployed Member.
10. Special Response Team (SRT): A specially trained and equipped group that responds to State and national incidents of significance and disasters, including but not limited to TX-TF1, the Texas A&M Public Works Response Team (TX-PWRT), and Texas A&M Public Safety Wellness Team. TX-TF1 includes three Urban Search and Rescue Task Forces, Swiftwater/Flood Rescue Teams and Helicopter Search and Rescue Teams.
11. SRT Member: A Member of a TEEX SRT.
12. SRT Overhead Member: A Member of the command and coordination team providing operational and logistical oversight for TX-TF1 teams and TX-PWRT.
13. State: The State of Texas.
14. TEEX-Sponsored Training: Training and/or exercises performed at the direction, control, and funding of TEEX. This is considered TEMAT Training and Exercises – State or Administer Sponsored.

15. TEEX-Sanctioned Training: Training and/or exercises performed at the direction, control, and funding of an Employer or Member in order to develop and maintain the capabilities of the Member and the SRT. SRT Sanctioned Training must be coordinated with TEEX program staff and receive written authorization to conduct such training prior to the start of the training. This is considered TEMAT Training and Exercises – Jurisdiction Sponsored.
16. TEEX Agency Response: When TEEX utilizes non-SRT Member TEEX employees for a deployment on a State incident or incidents that include a State of Texas Action Request for TEEX Agency assistance.
17. TEMAT MOU: Texas Emergency Management Assistance Teams (TEMAT) Participating Jurisdiction/Employer Memorandum of Understanding (MOU).

Training

1. DHS/FEMA-Sponsored Training and Exercises: Periodically, TX-TF1 Members will be required to attend DHS/FEMA sponsored functional training. DHS/FEMA sponsored functional training will be performed at the direction, control, and funding of DHS/FEMA in order to develop the technical skills of the Members.
2. TEEX-Sponsored Training: Periodically Members will be requested or required to attend SRT Sponsored Training. SRT Sponsored Training will be performed at the direction, control, and funding of TEEX in order to develop the technical skills of Members.
3. SRT-Sanctioned Training: Periodically Members will be required or invited to attend SRT Sanctioned Training. Task Force Sanctioned Training may be performed at the direction, control, and funding of TEEX, the Employer, or the State in order to develop and maintain the capabilities of the SRT.
4. Non-Sponsored and/or Non-Sanctioned Training and Exercises: Non-sponsored and/or non-sanctioned training and/or exercises may be performed at the direction, control, and funding of the Employer or Member in order to develop and maintain the capabilities of the SRT.
5. Minimum Training Requirements: Each Member must maintain the skills and abilities identified in the position description requirements and standard operating guidelines. Exceptions may be granted at the discretion of TEEX.

Procedures

Activation

1. Upon request from DHS/FEMA for disaster assistance, and/or determination that pre-positioning TX-TF1 is prudent, TEEX shall request activation of TX-TF1 from the State.
2. Upon request or permission from the State for disaster assistance, and/or determination that pre-positioning an SRT is prudent, TEEX shall notify Members through the paging and call-out system according to the current approved mobilization plan of the SRT activation. When the SRT responds to such a mobilization request, the Members must arrive with all equipment and personal gear to the designated point of assembly within three (3) hours of activation notice.
3. Activation time begins at the time of page out/acceptance of the mission by the Member or participating agency.

4. TEEX will communicate with the participating agency on which Members were requested to deploy for their activation times and any discrepancies with the time we have recorded. Some deviations could result due to a participating Member not being released by their participating agency until they are done with any duties for their employer.
5. At the time of activation, TEEX's accounting system is set up to track and isolate any deployment expenses for that specific incident response. This is in the form of an incident number and account code, which is referenced later in all submission source documentation.
6. TEEX maintains overall management, command, and control of all SRT resources and operations.
7. Tactical deployment of the SRT will be under the direction of the local Incident Commander and the Task Force Leader(s) assigned to the incident.

Deactivation

1. Once we have received orders from Texas Division of Emergency Management (TDEM) or DHS/FEMA to release Members/teams from the incident, the finance group will build a survey for operations to provide to the deployed Members.
 - a. This survey is the hard-stop time for the Member, whether they are contract labor or force account labor.
 - b. The survey captures the first and last names of the Member, their participating agency, what date they arrived home or their home station, what time they arrived home or their home station, and a certification statement that states: "I certify all information is true and correct. I understand that falsifying the above information may result in my dismissal from the team. If at any time I realize that a mistake is made, I will immediately contact the TEEX Deployment Reimbursement Office and my Participating Agency."

Submission

Force Account Labor

1. Force Account Labor for the SRT is applicable to the TEEX SRT member and other Texas A&M University System partners (i.e., Texas A&M AgriLife Extension, Texas A&M College of Civil Engineering).
2. Hours are identified by the deployment activation orders and an associated MDR Calculator with ICS 214, Activity Log (214) for verification of hours. Paperwork is submitted to TEEX payroll. Fair Labor Standards Act exempt personnel are paid at a straight-time hourly-rate for any hours outside of their normal eight (8)-hour workday while they were deployed. TEEX bi-weekly personnel will receive time and a half for hours in excess of 40 hours per week. The TEEX work week starts at midnight Sunday morning and ends at 11:59 p.m. on Saturday.
3. TEEX employees fill command and administrative roles that support deployed teams in the field. Generally, employees assigned to positions on the Search and Rescue Overhead Team will work portal-to-portal. Employees who are supporting the Overhead Team but are not dedicated to the incident will not qualify for portal-to-portal pay and should track and submit time dedicated to their support role.

- a. TEEX employees deployed as task force personnel: Their activation time is the time of page-out/acceptance of the mission, and their deactivation time is the time submitted in the demobilization survey.
 - b. TEEX employees in support roles: Hours are indicated by the MDR calculator that is submitted to the payroll department, as well as 214s as backup information.
 - i. TEEX employees who are not deployed portal-to-portal and are charging time to the incident should track and submit time worked towards the incident on tasks that are not normal daily duties and are required to support the incident. These tasks can include, but are not limited to, assisting logistics of the team, preparing equipment for response, finance logistics, etc.
 - ii. Submission of hours for reimbursement serves as approval by TEEX of the tasks as appropriate for the incident, and that these tasks are incident-related only.
 - c. Overtime is paid for any hours worked outside of a normal non-exempt employee's scheduled hours for that day.
4. Source documentation that will be provided to verify force account labor costs could include the *TEEX Individual Reimbursement Workbook*, MDR calculators, timesheets, 214s, survey results, page out/mission acceptance time, and payroll stubs.

Force Account Travel

1. Force Account Travel will only apply to TEEX employees who travel alone during deployment, rather than traveling as part of a team. TEEX employees who travel alone are single resources assigned to overhead or liaison positions. All other travel aspects are covered under force account equipment, rentals, materials, and contracts.
2. Source documentation provided will include travel reports with receipts for charges applicable to the deployment. The travel report serves as proof of payment for those claimed charges.

Group Meals

1. Group meals can consist of breakfast, lunch, and dinner, as well as bulk food purchases to support the team's nutritional and hydration needs.
2. The source documentation provided will include ProCard statements (these also serve as proof of payment) and TEEX purchase vouchers. TEEX purchase vouchers will be accompanied by a proof of payment report.

Force Account Equipment

1. TEEX will only request mileage on TEEX-owned fleet vehicles. The rate will be the State of Texas mileage rate set by the Texas State Comptroller at the time of the incident.
2. Communication equipment activation and usage rates will also be charged for equipment that is used for deployment response, based on pro-rated monthly billing or turn-up charges dictated by SRT data throughput rates.
3. For equipment owned by TEEX, other than fleet vehicles, TEEX will request hourly usage rate based on the latest [FEMA Equipment Rates](#).
4. The source documentation provided will include TEEX purchase vouchers and TEEX interdepartmental transfer for mileage. Mileage logs for each claimed vehicle will also be

provided to indicate the start and stop mileage for the incident. TEEX purchase vouchers will be accompanied by a proof of payment report. Log sheets indicating the dates and hours that the equipment was in use will be provided with the reimbursement request.

Rentals

1. TEEX SRT will claim for rental charges for, but are not limited to, the following items: rental vehicles, rental vehicle toll charges, lodging, and equipment rentals needed for response.
2. Source documentation provided will include rental agreements and invoices, TEEX purchase vouchers, ProCard statements, and justification for the rental. TEEX purchase vouchers will be accompanied by a proof of payment report.

Materials

1. Materials will consist of, but are not limited to, fuel for participating agency vehicles, fuel for rental vehicles, fuel for boat motors, generators, and any other equipment requiring fuel for operation, and any miscellaneous supplies needed for incident response.
2. The source documentation provided will include ProCard statements, which also serve as proof of payment, and TEEX purchase vouchers. TEEX purchase vouchers must be accompanied by a proof of payment report.

Contract

1. Contracts will consist of contract labor for mission response, participating agency vehicle mileage, other expenses, and pharmaceutical cache maintenance.
2. Source documentation provided will include the Memorandum of Understanding (including TX-TF1 MOU, or TEMAT MOU) for the participating agencies that were listed on the response, TEEX purchase vouchers with backup documentation, team 214s, and purchase voucher proof of payment report.

Repairs and Damages

1. TEEX SRT will claim the cost of temporary and permanent repairs for damage caused to equipment or vehicles during emergency work over and above normal wear and tear or preventable maintenance.
2. Source documentation provided will document the nature and circumstances related to the equipment damage, and depending on the nature of the damage, police and witness reports, insurance policies and insurance claim and investigation documentation as well as purchase orders and/or Procard statements and TEEX purchase vouchers.

Financial

Reimbursement of the Employer

1. TEEX shall reimburse the Employer for each of its employees activated as a Member for payroll and associated costs during the Members' participation in State and/or federal disaster deployments. This reimbursement will be in accordance with *Attachment A, TEEX Special Response Teams Standard Pay Plan* and will require the Employer to submit supporting documentation to TEEX prior to reimbursement.

2. TEEX shall reimburse the Employer for the cost of backfilling Members while activated. This will consist of expenses generated by the replacement of a deployed Member on his/her normally scheduled duty period/day. Backfill costs incurred by the Employer will be reimbursable only to the extent that the costs are in excess of the costs that would have been incurred had the Member not been deployed. TEEX cannot pay for hours backfilled other than those that coincide with a Member's scheduled on-duty hours. Backfill reimbursement is available only for positions that are normally backfilled by the Employer.
3. TEEX shall reimburse the Employer for salaries and backfill expenses of any deployed Member who would be required to return to regularly scheduled duty during the Personnel Rehabilitation Period described in the demobilization order. If the deployed Member's regularly scheduled shift begins or ends within the identified Personnel Rehabilitation Period, the Employer may give the deployed Member that time off with pay and Backfill his/her position. If Members use time from a paid leave bank during the Personnel Rehabilitation Period, or if a Member is not normally scheduled to work during the identified Personnel Rehabilitation Period, then no reimbursement will be made for that Member. TEEX will determine the Personnel Rehabilitation Period that will apply to each deployment based on the demobilization order for that deployment.

Other Reimbursements

1. TEEX shall reimburse Members for Reasonable Personal Costs associated with operations and maintenance of the SRT during a State or federal activation. Itemized receipts are required and should not include Texas Hotel Occupancy taxes, alcohol, tips, or gratuities. All receipts must be submitted to the TEEX Deployment Reimbursement Office within 15 days of Deactivation.
2. TEEX shall reimburse Members for reasonable travel costs associated with approved training in accordance with *SOG Ref. 1-14 Task Force Travel* or *SOG Ref. 1-09 TX-PWRT Travel*. Itemized receipts are required and should not include Texas Hotel Occupancy taxes as they are not reimbursable. Receipts should be submitted within 15 days from the end of the trip.
3. TEEX shall reimburse on a replacement basis for the emergency procurement of SRT materials, equipment and supplies purchased and used or consumed by Members in providing requested assistance. Advance approval by the SRT leadership must be obtained, and itemized receipts for such items must be submitted to TEEX. Such materials, equipment and supplies are the property of TEEX and must be returned to TEEX upon deactivation or return from training.
4. No Member or the Employer will be reimbursed for costs incurred by activations that are outside the scope of the TEMAT MOU.
5. All financial commitments herein are made subject to availability of funds from the State and/or DHS/FEMA. For interlocal cooperation contracts, these commitments would be in accordance with Texas Government Code, Chapter 791, Interlocal Cooperation Contracts, part 011, Contracting Authority, Terms, (d)(3) which states, "An interlocal contract must specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party."

Attachment A – Pay Plan for Non-TEEX Employees

Texas A&M Engineering Extension Service Special Response Team (SRT) Standard Pay Plan

I. Scope

The provisions of this plan apply to all SRT Members not employed by the Texas A&M Engineering Extension Service.

II. Purpose

The purpose of this document is to delineate the plan and procedures for payment and/or reimbursement of payroll expenses to include salaries/wages and associated fringe benefits incurred during all federal and state activations of an SRT Member.

III. Pay Rate

- A. TEEX will reimburse the Employer for the participation of each of their activated SRT Members at the current hourly rate or salary at the time of deployment, and identified on the payroll printout provided by the Employer requesting salary reimbursement. TEEX may also reimburse the Employer for the allocable portion of fringe benefits paid to or on behalf of the SRT Member during the period of activation. Member work schedules, payroll policies, payroll and benefit documentation must be retained by the Employer for a period of three years following the final payment to TEEX by TDEM or DHS/FEMA in accordance with 2 CRF 200.333 – Retention Requirements for Records. TEEX will notify Employers when payment has been made.
- B. The SRT members employed by an Employer without a standard pay rate will be paid at a rate identified with their SRT position on *Attachment C, SRT Pay Schedule by Position*. The member's 40-hour workweek will begin upon activation. The member will receive the standard base rate of pay for the first 40 hours worked within each workweek of a deployment. Hours in excess of 40 hours each week will be paid at one and a half (1 ½) times the member's base rate of pay.
- C. TEEX employees who hold positions on the SRT will be paid in accordance with *Attachment B*. Payroll printouts and fringe benefits documentation will be included in the reimbursement process.

IV. Deployment Work Shift

- A. During the deployment, every day is considered a workday until the activation is over, and the Task Force returns to its original Point of Assembly (otherwise known as "portal-to-portal"). Therefore, Saturdays, Sundays, holidays, and other scheduled days off are also considered workdays during the period of activation.
- B. All individuals are assured pay for base hours of work, mobilization and demobilization, travel, or standby at the appropriate rate of pay for each workday.
- C. During the deployment period from activation through deactivation, all FLSA-exempt and non-FLSA-exempt TX-TF1 members will receive the standard base rate of pay for all hours they are scheduled to be on duty during a workday. A workday is defined from midnight

to midnight. Additional hours worked during the day when not scheduled on duty will be compensated in accordance with *44 CFR 208.39* and Employer pay policies. Kelly days are considered off-duty hours.

- D. *44 CFR 208.39* allows Participating Agency/Employers whose members follow the Public Safety Exemption (29 U.S.C. 207(k)) to have the option to convert deployed members to a standard 40-hour FLSA workweek during the deployment period. The conversion does not apply to backfill or rehab time.

V. Ordered Standby

Compensable standby shall be limited to those times when an individual is held, by direction or orders, in a specific location, fully outfitted and ready for assignment.

Attachment B – Pay Plan for TEEX Employees

Texas A&M Engineering Extension Service Special Response Teams (SRT) and TEEX Agency Response Standard Pay Plan For Texas A&M Engineering Extension Service (TEEX) Employees

I. Scope

The provisions of this plan apply to all Texas A&M Engineering Extension Service (TEEX) personnel assigned to TEEX SRT programs.

II. Purpose

The purpose of this document is to delineate the plan and procedures for payment and/or reimbursement of payroll expenses to include salaries/wages and associated fringe benefits incurred during all federal and state activations of an SRT Member. This standard pay plan will be used for any additional SRT established by TEEX in support of the State of Texas's needs.

III. Definitions

- A. SRT Member: A member of Texas A&M Task Force 1 (TX-TF1), the Texas A&M Public Works Response Team (TX-PWRT), or Texas A&M Public Safety Wellness Team with a current executed TEEX SRT Individual Member Letter of Endorsement. TX-TF1 includes three (3) Urban Search and Rescue Task Forces, Swiftwater/Flood Rescue Teams and Helicopter Search and Rescue Teams.
- B. SRT Overhead Member: A Member of the command and coordination team providing operational and logistical oversight for TX-TF1 teams, TX-PWRT, or Texas A&M Public Safety Wellness Team with a current executed TEEX SRT Individual Member Letter of Endorsement.
- C. TEEX Agency Response: A deployment of an ad-hoc team of personnel determined to meet the requirements for a State incident or incidents that include a State of Texas Action Request for TEEX Agency assistance..
- D. TEEX Disaster District Emergency Operation Center (DDEOC) Agency Representative (AREP): When requested to fill an AREP position at the DDEOC, TEEX is responsible for adequately staffing the Emergency Support Function 3 (ESF 3) Public Works and Emergency Support Function 9 (ESF 9) Search and Rescue at the DDEOC. TEEX employees deployed to the DDEOC as the AREP will follow Section IV, D of this Plan for their Pay Rate. Unit logs will be used to capture hours worked in support of an incident.
- E. TEEX State Operation Center (SOC) Agency Representative: TEEX is responsible for adequately staffing the Emergency Support Function 3 (ESF 3) Public Works and Emergency Support Function 9 (ESF 9) Search and Rescue at the SOC. The Agency Representative

(AREP), during Readiness Level IV¹ (normal conditions) levels of SOC operation for each ESF, are full-time TEEX employees working normal duty hours. TEEX employees deployed to the SOC as the AREP will follow Section IV D of this Plan for their Pay Rate. Unit logs will be used to capture hours worked in support of an incident.

- F. Monthly Distribution Report and Extra Pay Calculator (MDR calculator): A worksheet populated by a TEEX employee that calculates the percent of effort dedicated to a State incident or incidents that include a State of Texas Action Request for a TEEX SRT or TEEX Agency Response

IV. Pay Rate

- A. TEEX will pay each of its activated SRT Members at the current hourly rate or salary, and the allocable portion of fringe benefits at the time of deployment, as identified on the MDR calculator provided by the employee. TEEX must retain Member work schedules, payroll policies, and payroll and benefit documentation for a period of three years following the final payment to TEEX by TDEM or DHS/FEMA in accordance with 2 CFR 200.333 – Retention Requirements for Records.
- B. The SRT Member's pay will transition to portal-to-portal deployment from the moment of activation to the moment of demobilization.
- C. TEEX employees who hold positions on an SRT will be paid in accordance with Section V below. Payroll printouts and fringe benefits documentation will be included in the reimbursement process.

TEEX employees who are deployed as part of a TEEX Agency Response, or deployed to the DDEOC, or deployed to or stationed at the SOC will be paid for actual hours worked. Hours exceeding 40 in a workweek will be paid as overtime. Exempt employees working greater than 40 hours in a work week will be paid at the State Overtime Rate (straight time) for hours above 40 hours. Non-exempt employees working more than 40 hours in a work week will be paid at the Federal Overtime Rate (time and a half) for hours above 40 hours.

V. Deployment Work Shift

- A. Unless otherwise noted, every day is considered a workday during the deployment until the activation is over and the SRT returns to its original Point of Assembly (otherwise known as "portal-to-portal"). Therefore, Saturdays, Sundays, holidays, and other scheduled days off are also considered workdays during the period of activation.
- B. Unless otherwise noted, deployed TEEX employees are assured pay for base hours of work, mobilization and demobilization, travel, or standby at the appropriate rate of pay for each workday.
- C. During the deployment period from activation through deactivation, all FLSA-exempt and non-FLSA-exempt SRT members will receive the standard base rate of pay for all hours they are scheduled to be on duty during a workday. A workday is defined as being from

¹ State of Texas Emergency Management Basic Plan, January 2025 Appendix A: State Operations Center Readiness Levels

midnight to midnight. Additional hours during this day not scheduled on duty will be compensated in accordance with *44 CFR 208.39* and Employer pay policies.

VI. Ordered Standby

Compensable standby shall be limited to those times when an individual is held by direction or orders in a specific location, fully outfitted and ready for assignment.

Attachment C – TEEX SRT Pay Schedule by Position

TEEX Special Response Team (SRT) Pay Schedule by Position

SRT members employed by an Employer without a standard pay rate will be paid at a rate identified with their SRT position.

ASSIGNMENT	HOURLY RATE	ASSIGNMENT	HOURLY RATE
LEADERS:		SPECIALISTS	
Task Force Leader	\$60.00	Boat Operator & Bowman	\$40.00
PWRT Advance Team Leader	\$50.00	Canine Specialist	\$40.00
MANAGERS:		Civil Engineer	\$62.00
Debris Officer Manager	\$46.00		
		Communications Specialist	\$40.00
Haz-Mat/WMD Manager	\$46.00		
		Haz-Mat/WMD Specialist	\$40.00
Logistics Manager	\$46.00	Heavy Equipment Operator	\$40.00
Medical Team Manager	\$108.00	Heavy Rigging Specialist	\$40.00
Plans Team Manager	\$46.00	Helo Search & Rescue Tech.	\$40.00
Public Works Team Manager	\$46.00	Lineworker Specialist	\$40.00
Rescue Team Manager	\$46.00	Logistics Specialist	\$40.00
Safety Officer/Manager	\$46.00	Medical Specialist	\$40.00
Search Team Manager	\$46.00	Rescue Specialist	\$40.00
UAS Team Manager	\$46.00	Structural Specialist	\$62.00
Water Manager	\$46.00	Technical Info Specialist	\$40.00
Water/Wastewater Manager	\$46.00	Technical Search Specialist	\$40.00

OFFICER / SME:			
Boat Squad Officer	\$42.00	UAS Visual Observer	\$40.00
Code Enforcement SME	\$42.00	Water/Wastewater Specialist	\$40.00
Debris SME	\$42.00		
Rescue Squad Officer	\$42.00		
Water/Wastewater SME	\$42.00		
UAS Remote Pilot in Charge	\$42.00		
Utilities SME	\$42.00		

Attachment D – Individual Letters of Endorsement

Individual Letters of Endorsement (LOE)

The Individual LOE is a requirement for each Member to be rostered and reimbursed for each Program TEEX administers.

LOE forms are specific for each Program:

1. Texas Task Force 1 LOE (includes Task Force 1, Task Force 2, and Task Force 3)
2. Texas A&M Public Works Response Team LOE
3. Special Response Teams LOE (for TEEX Employees and Public Safety Wellness Team Only)

Forms will be sent directly from the Program to the Participating Agency/Employer for completion. Completed and signed Letter must be submitted back to the Program.

Texas A&M Task Force 1
Urban Search and Rescue (US&R)
Participating Agency/Employer: _____
Individual Member Letter of Endorsement

Date: _____

To: _____

From: TX-TF1 Deputy Chief

Re: Participation in Texas Task Force 1

Texas A&M Task Force 1 (TX-TF1) a State and Federal Emergency Response Task Force requests TX-TF1 membership endorsement for _____.

TX-TF1 functions as one of the 28 federal teams under the Federal Emergency Management Agency (FEMA)'s National Urban Search and Rescue System and as a statewide urban search and rescue team under direction of the Texas Division of Emergency Management (TDEM). TX-TF1 also coordinates the state's swiftwater rescue program and the helicopter search and rescue team which works in conjunction with Texas Military Forces.

By signing this authorization letter, you are approving participation of the listed individual in TX-TF1 activations and trainings and affirm the Employer's support of the Member's participation in TX-TF1 training, meetings, and emergency response activities. Local significant emergency situations or disasters affecting your jurisdiction may take priority over TX-TF1 activations or training events.

Following are the participation requirements for Members of TX-TF1:

Members must be in good standing with the Employer.

1. Members must be of good moral character and may not have been convicted of any felony or any other criminal offense involving moral turpitude.
2. Members serving in a TX-TF1 position that requires the individual to hold a license, registration, certificate or other similar authorization to lawfully engage in an activity must hold such authorization, which must be current and validly issued.
3. Members must follow all TX-TF1 Standard Operating Guidelines that are available at <https://texastaskforce1.org/sogs>.
4. Members must meet medical/fitness standards and be physically capable of performing assigned duties required in the position description requirements for the assigned position in a wide range of environments per TX-TF1 Standard Operating Guidelines.
5. Members must maintain knowledge, skills, and abilities necessary to operate safely and effectively in the assigned position.
6. Members must advise Employer of TX-TF1 activities that may require time off work.

7. Members must notify TEEX of any change in the notification process, i.e. address or phone number changes, and maintain current personal profile in the Emergency Management Operation System (EMOS)
8. Members must ensure availability for immediate call-out during the period the Member's assigned team is first on the rotational model for call-out. Members who are not on the team that is first on the rotational model may be requested to fill the position of another team member who is not available to deploy to ensure the team is fully staffed for the mission.
9. Members must respond immediately to call-out with acceptance or refusal of current mission request and arrive within 3 hours from time of call-out to the assigned point of assembly.
10. Members must maintain all equipment issued by TX-TF1 in a ready state and advise TEEX immediately of any lost, stolen or damaged items.
11. Members must be prepared to operate in the disaster environment for up to 14 consecutive days.
12. Members must provide documentation of the required immunizations as listed below:
 - Diphtheria/Tetanus (or Tetanus only if there is a contra-indication to Diphtheria)
 - Hepatitis A
 - Hepatitis B
 - Measles/Mumps/Rubella (if born after 1957)
 - Polio

Costs and requirements associated with TX-TF1 by the Employer are addressed through your Participating Agencies/Employer Memorandum of Understanding with TX-TF1.

Membership on TX-TF1 is an honor and significant accomplishment and requires a large commitment of time and effort from both the Member and their Employer.

TX-TF1 Participating Agency Chief or Designee (Print)

Rank/ title

TX-TF1 Participating Agency Chief or Designee (Signature)

Date

I acknowledge that I have read and agree with the requirements as listed in this Letter of Endorsement.

Member Name (Print)

Task Force Position

TX-TF1 Member (Signature)

Date

Texas A&M Public Works Response Team
Participating Agency/Employer: _____
Individual Member Letter of Endorsement

Date: _____

To:

From: TX-PWRT Operations Chief

Re: Participation in Texas A&M Public Works Response Team

The Texas A&M Public Works Responses Team (TX-PWRT) a State Emergency Response Team requests TX-PWRT membership endorsement for _____.

TX-PWRT functions as Emergency Support Function 3 (ESF 3 – Public Works and Engineering) and is one of the 15 Emergency Service Functions described in the National Response Framework. The Emergency Support Functions provide the structure for coordinating Federal interagency support for a Federal response to an incident. Under the direction of the Texas Division of Emergency Management (TDEM), TX-PWRT coordinates the state's response to public works and engineering emergencies during declared disasters.

Following are the participation requirements for Members of TX-PWRT:

Members must be in good standing with the Employer.

1. Members must be of good moral character and may not have been convicted of any felony or any other criminal offense involving moral turpitude.
2. Members serving in a TX-PWRT position that requires the individual to hold a license, registration, certificate or other similar authorization to lawfully engage in an activity must hold such authorization, which must be current and validly issued.
3. Members must follow all TX-PWRT Standard Operating Guidelines that are available at <https://teex.org/txpwrt/>
4. Members must meet medical/fitness standards and be physically capable of performing assigned duties required in the position description requirements for the assigned position in a wide range of environments per TX-PWRT Standard Operating Guidelines. <https://teex.org/txpwrt/sog/>
5. Members must maintain knowledge, skills, and abilities necessary to operate safely and effectively in the assigned position.
6. Members must advise Employer of TX-PWRT activities that may require time off work.
7. Members must notify TEEX of any change in the notification process, i.e. address or phone number changes, and maintain current personal profile in the "Task Force Personnel Records System."
8. Members must ensure availability for immediate call-out during the period the Member's assigned team is first on the rotational model for call-out. Members who are not on the team

that is first on the rotational model may be requested to fill the position of another team member who is not available to deploy to ensure the team is fully staffed for the mission.

9. Members must respond immediately to call-out with acceptance or refusal of current mission request and arrive within 4 hours from time of call-out to the assigned point of assembly.
10. Members must maintain all equipment issued by TX-PWRT in a ready state and advise TEEX immediately of any lost, stolen or damaged items.
11. Members must be prepared to operate in the disaster environment for up to 14 consecutive days.

Costs and requirements associated with TX-PWRT by the Employer are addressed through your Participating Agencies/Employer Memorandum of Understanding with TX-PWRT.

Membership on TX-PWRT is an honor and significant accomplishment and requires a large commitment of time and effort from both the Member and their Employer.

Participating Agency Chief or Designee

By:

Name:

Rank/Title:

Date:

I acknowledge that I have read and agree with the requirements as listed in this Letter of Endorsement.

Member

By:

Name:

TX-PWRT Position:

Date:

Texas A&M Engineering Extension Service
Special Response Teams (SRT)
Individual Member Letter of Endorsement for TEEX Employees

Date: _____

From: SRT Director

To: Division Director or Designee

Re: Participation in TEEX Special Response Teams

TEEX is the sponsoring agency for Texas A&M Task Force I (TX-TF1 is inclusive of three Urban Search and Rescue Task Forces, Swiftwater/Flood Rescue Teams and Helicopter Search and Rescue Teams) and the Public Works Response Team herein after referred to as TEEX SRT. This letter of endorsement will be used for any additional SRT TEEX establishes in support of State of Texas needs.

By signing this endorsement letter, you are approving participation of the listed individual for TEEX SRT activations and trainings and affirm TEEX's support of the Member's participation in SRT related training, meetings, and emergency response activities.

1. Members must be in good standing with TEEX.
2. Members must be of good moral character and may not have been convicted of any felony or any other criminal offense involving moral turpitude.
3. Members serving in a TEEX SRT position that requires the individual to hold a license, registration, certificate or other similar authorization to lawfully engage in an activity must hold such authorization, which must be current and validly issued.
4. Members must follow TEEX SRT Standard Operating Guidelines.
5. Members must be physically capable of performing assigned duties required in the position description requirements for the assigned position in a wide range of environments.
6. Members must maintain knowledge, skills, and abilities necessary to operate safely and effectively in the assigned position.
7. Members must advise their TEEX Division Director and/or supervisor of TEEX SRT activities that may require time off TEEX duties.
8. Members must notify TEEX of any change in the notification process (i.e. address or phone number changes and maintain current personal profile).
9. Members must ensure availability for immediate call-out during the period the Member's assigned team is first on the rotational model for call-out. Members who are not on the team that is first on the rotational model may be requested to fill the position of another team member who is not available to deploy to ensure the team is fully staffed for the mission.
10. Members must respond immediately to call-out with acceptance or refusal of current mission request and arrive within 3 hours from time of call-out to the assigned point of assembly.
11. Members must maintain all equipment issued by TEEX SRT in a ready state and advise TEEX immediately of any lost, stolen or damaged items.
12. Members must be prepared to operate in the disaster environment for up to 14 consecutive days.

Payroll will be processed per TAMUS Regulation 31.01.09 and TEEX Payroll Procedures 31.99.99.N0.02.

- 1) Upon official activation for a response, every day is considered a workday during the deployment until the activation is over, and the TEEX SRT returns to its original Point of

Assembly (otherwise known as “portal-to-portal”). Therefore, Saturday, Sunday, holidays and other scheduled days off are also considered workdays during the period of activation.

- 2) TX-TF1 Business Office will provide the project/task that is to be charged during the period of activation.
- 3) Monthly paid employees must complete and submit to TX-TF1 Business Office a Monthly Distribution Report (MDR) Calculator to accurately calculate MDR percent effort.
- 4) Daily activity logs (ICS 214) must be completed and accurately reflect time and activities during the activation period.

Reimbursements

- 1) TEEX shall reimburse members for reasonable personal costs associated with operations and maintenance of TEEX SRT during a State or federal activation. Itemized receipts are required and should not include Texas Hotel Occupancy taxes, alcohol, tips, or gratuities. All receipts must be submitted to the TX-TF1 Business Office within 15 days of Deactivation.
- 2) TEEX shall reimburse Member on a replacement basis for emergency procurement of TX-TF1 materials, equipment and supplies purchased by and used or consumed by Members in providing requested assistance. Advance approval by TEEX SRT leadership must be obtained and itemized receipts for such items must be submitted. Such materials, equipment and supplies are the property of TEEX and must be returned to TEEX upon deactivation.

Membership on TEEX SRTs is an honor and significant accomplishment and requires a large commitment of time and effort from both the Member and TEEX.

Participating Division Director or Designee:

By:

Name: _____

Title: _____

Date: _____

I acknowledge that I have read and agree with the requirements as listed in this Letter of Endorsement.

Special Response Team Member:

By:

Name: _____

Title: _____

SRT Position: _____

Date: _____