

Nebraska Task Force 1 – Management Policy
Request to Attend (MP 1000.21)

Owner: BC Brad Thavenet

Effective Date: 06/16/2020

Purpose

To define the process for completion of the Request to Attend form (RTA) by the members of Nebraska Task Force 1 (NE-TF1).

Overview

This policy assists NE-TF1 in monitoring its funding levels and in providing its members the opportunity to attend approved activities. While every RTA may not be approved due to budget constraints, it is the position of NE-TF1 to accommodate as many training opportunities to its members as possible.

Policy

The members of NE-TF1 shall submit an RTA for any approved activity they are interested in attending that will require backfill of their normal duty assignment, and/or will require the reimbursement of expenses other than mileage. Such activities can include, but are not limited to courses, training, seminars, etc. Examples of these include attending Federal Emergency Management Agency (FEMA) sponsored evaluations or exercises, training hosted by another task force, specific and specialized training that is appropriate for urban search and rescue (US&R) operations, and regional or national conferences related to US&R.

Procedure

The RTA is located on the [NE-TF1 website](#) under the member's only tab. Once located, complete the form per the directions provided on it. Ensure that each identified mandatory field is correctly filled out. Once completed, submit the RTA via the button at the bottom of the form. Any questions regarding the completion of the RTA can be directed to the administrative staff of NE-TF1.

Post submission, the form will be reviewed by the administrative staff of NE-TF1. Post review, the NE-TF1 member who submitted the form will be notified of its approval or denial. Members should not make final arrangements for travel, lodging, registration, etc., until the RTA has been approved. *Refer to MP 1000.26 for additional information relating to travel.* If approved, the Program Manager (PM) will then forward the signed RTA to the Sponsoring Agency (SA) Chief for final approval.