



FEMA

US&R GENERAL MEMORANDUM – 2020-043

May 27, 2020

FOR: National Urban Search & Rescue Response System
Task Force Representatives and Program Managers

FROM: Buddy Ey, Chief
Admin / Finance Section
Urban Search and Rescue Branch

SUBJECT: US&R General Memorandum 2020-043 - Visual Inspection Process for Federally Owned Equipment (Short Suspense)

This General Memorandum (GM) informs the National Urban Search and Rescue (US&R) Response System (the System) of an administrative inventory requirement that has a very short suspense. This is a Department of Homeland Security (DHS) requirement with the corresponding task originating from FEMA's Office of the Chief Administrative Officer (OCAO)—Accountable Property Branch.

The requirement is a follow-on action to the recent request for each of the 28 System task forces to conduct an inventory of the Federally titled equipment in their equipment cache which was due on May 15th. This follow-on action requires a verifiable physical inventory of 15% of the federally owned equipment.

This verification must be conducted by a FEMA employee not in the property custody chain. The US&R Branch will provide to each task force a randomly generated list of 15% of the items that the task force recently submitted documentation stating that it was in its possession.

A “physical” inventory will be completed remotely in one of two ways:

- Option 1, the task force can submit digital images to verify possession of the random sampling of 15% of the items that were recently submitted as on hand.
- Option 2, the task force can provide a virtual inspection (for example – done “live” through a Facetime call or Skype) to verify possession of the random sampling of 15% of the items that were recently submitted as on hand.

The FEMA OCAO Accountable Property Branch advises that either way is acceptable, and the US&R Branch will leave it up to the individual task forces to choose which option would work best for them. Option 1 would seem to be the quickest to complete, although we understand this is easier said than done and will still take time. Task forces could start as soon as they are ready after receiving their list from the US&R Branch, and it should only take the amount of time it takes to dig the equipment out of its storage location and snap a digital photo of the barcode/item, and then either transmit or upload the pictures for the FEMA employee to review. Option 2 could be easier, although it will require a specific (scheduled) time commitment in



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order to provide the virtual tour for the assigned FEMA employee, but it would not require the transmission, uploading, and review of all pictures taken.

Either way, this action must be accomplished by June 23rd so the US&R Branch staff can complete the process and submit the results to the OCAO by the June 30th deadline.

Each task force is requested to send an email to Buddy Ey at: elwood.ey-iii@fema.dhs.gov no later than June 6, 2020 with their preference for inventory method as well as the appropriate task force point of contact (POC) and their contact information. A US&R Branch staff member will be assigned to each task force to facilitate the process.

Notify the US&R Branch or your Divisional Task Force Representative if you have any questions or concerns about the request or meeting these requirements.

Any questions related to this GM should be directed to Buddy Ey at: Elwood.ey-iii@fema.dhs.gov.

cc:

US&R Strategic Group
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US&R Logistics Managers
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