

**COLLATERAL DUTY RESPONSIBILITIES
FOR ESF #11 (Agriculture and Natural Resources) DESK OFFICERS
AT THE REGIONAL RESPONSE COORDINATION CENTER (RRCC)
AND JOINT FIELD OFFICE (JFO)**

1.1 PURPOSE

This chapter contains guidelines covering collateral duty support for established ESF #11 activities for APHIS employees.

1.2 DEFINITIONS

A. RRCC/JFO Desk Officer: An employee designated to perform coordination activities at the ESF #11 desk on behalf of APHIS and the ESF #11 partner agencies at the FEMA Regional Response Coordination Centers and Joint Field Offices up to 20% of his/her official time.

1.3 AUTHORITY

The authority for ESF #11 originates with the Department of Homeland Security's National Response Framework. USDA and DOI are the primary agencies for ESF #11 which encompasses Agriculture and Natural Resources. USDA has delegated the authority for coordination of ESF #11 to APHIS.

1.4 POLICY

Many of the policy and operational direction for ESF #11 activities can be found on the ESF #11 web page under current guidance. Specifically, the Concept of Operations document provides a useful summary of the ESF #11 program and staff.

1.5 RESPONSIBILITIES

Many of the activities that APHIS staff may engage in during ESF #11 activation utilize skills obtained in their programmatic work. Such response activities would be conducted under a Technical Assistance (clean hands) or a Direct Federal Assistance (dirty hands) Mission Assignment. These activities do not require specific training other than ESF #11 awareness since they are relying on existing expertise and experience of the employee. In contrast, APHIS employees who are asked to serve as an ESF #11 RRCC/JFO Desk Officer, require specific Desk Officer training. This work is consistent with the position description of the ESF #11 coordinators (Emergency Program Specialists) but for all other APHIS employees is a collateral duty.

1.6 PRE-REQUISITES

none

1.7 TRAINING

Training requirements include meetings, exercises, and the following specific training.

ICS I-100 (available on AgLearn)

Introduction to National Incident Response (available on AgLearn)

ICS I-200 (available on AgLearn)

IS 700 (available on AgLearn and FEMA online)

IS 800 B (available on AgLearn and FEMA online)

HSIN (available at the NRCC or can be self-taught)

Situation Reports (classroom training at the NRCC)

Mission Assignments (available on AgLearn and FEMA classroom training)

ESF #11 RRCC/JFO Desk Officer Training (available for classroom training)

1.8 PHYSICAL REQUIREMENTS

none