



FEMA

DR-4360-OH	FCO POLICY/PROCEDURE MEMORANDUM	NUMBER 001
Effective as of: 25 April 2018		

DATE

MEMORANDUM FOR: All Staff DR-4360-OH

FROM: Steven Johnson, FCO
Federal Coordinating Officer
Disaster Recovery Manager
FEMA-4360-DR-OH

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FEMA 4360-DR-OH

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1. JFO ADDRESS AND PHONE NUMBER

Mailing Address: Federal Emergency Management Agency
FEMA-4360-DR-OH
2855 W. Dublin-Granville Road
Columbus, Ohio 43235
Main Number (614) 889-7180
Main FAX Number (614) 889-7182

2. OPERATIONAL HOURS

For those personnel working in Ohio, your supervisor(s) are responsible for setting your work schedule. Work schedules need to be established in advance of the workweek. Those on a Compressed Work Schedule will not be authorized overtime for their compressed day off.

All Federal employees are, at a minimum, required to take a one-half hour unpaid lunch period on any day that you are scheduled to work for more than five (5) hours. If you take longer than one-half hour for either lunch or personal business, you must reflect it on your time sheet.

Per the FCO, overtime is authorized by exception. If overtime is required, it must be coordinated with the Section Chief/Branch Director who will sign in Block 5 (Requestor) and approved by the FCO/Deputy FCO who will sign in Block 8 (Approver) prior to the start of the pay period and submitted on the [FEMA Form 253-2-1, Overtime Work Justification, Authorization and Certification](#).

For those personnel supporting virtually and working in the Regional Office, regardless if deployed in DTS, please charge your salary in WebTA as follows:

- PFTs – only charge overtime to the disaster
- Reservists – charge regular duty hours and overtime to the disaster
- COREs (to include deployed IMAT) – charge regular duty hours, all leave, and overtime to the disaster
- Virtual Staff (COREs) – time should directly reflect the amount of work performed. As an example, if you work 6 hours on multiple disasters/events outside of this disaster, then charge your time to your regular WebTA code; if you work 2 hours on 4360-DR solely, then charge your time to 4360-DR or 4360-DR Training accordingly. This guidance can be found in the [FEMA CORE Manual 252-11-1 dated 8/25/2015](#).

3. CHECK-IN / CHECK-OUT PROCEDURES

Upon initially arriving at the Deployment Site (your hotel, the JFO or other deployment location):

- **Check-In process:** Check-In immediately by logging into the Deployment Tracking System (DTS) Responder portal and follow the instructions.
- Use the same check-in procedures to update your record as soon as you have the following information or if any of the following information changes:
 - Lodging
 - Work or lodging phone number
 - Emergency contact information
 - Duty Station
- **Daily Accountability:** Employees are required to log into the DTS Responder portal no later than 9:00 am (0900 hours) daily to report their accountability while deployed, including weekends and holidays.

- **Check-out process:** Once you have been authorized for release from the disaster, log into the DTS Responder portal and check-out. As a reminder, your check-out will have to be approved by your supervisor before you can demobilize. Once your check-out has been approved in DTS, log into the DTS Responder portal and demobilize within twenty-four (24) hours of leaving the deployment.

For any DTS related issues, please call Deployment Support at 888-853-9648 or 844-DTS-HELP.

4. FEDERAL ANNUITANT WAIVER (Disaster Declaration)

FEMA employees, who also are Federal Civilian Retirees, must complete the [FEMA Form 30-64, Application for Waiver of Civilian/Military Annuity Reduction](#), which are available in Human Resources (HR). The form must be submitted to avoid a retirement reduction during the first 120 days from the date of the declaration. Submit the completed form to HR and retain a copy for your records.

5. PAY CAP

If an employee receives compensation, including compensatory time off, pursuant to the premium pay provisions of Title 5, his or her total compensation is subject to a biweekly pay cap and cannot exceed the rate of basic pay payable to a GS-15, step 10 or Level V of the Executive Schedule, whichever is greater, for any pay period.

Please contact HR as soon as possible to seek out a pay cap waiver if applicable and approved by the FCO.

6. TRAVEL POLICIES AND VOUCHERS

Travel vouchers should be completed every two (2) weeks and upon departure from the operation. Lodging receipts must show a zero balance. Travel Authorizations and Vouchers should be completed utilizing the CGE Concur Travel System. Payment is made by Treasury Department and reimbursement funds will be deposited in your designated financial institution. Required receipts should be uploaded to your voucher in *Concur*.

- **Note:** If you go home on the weekend, you must check-out from your hotel and do a cost comparison for travel reimbursement.
- The Travelers Help Line/CGE Concur Help Line number at the FEMA Finance Center (FFC) is (866) 333-1989

Please complete and submit the [Direct Deposit Sign-Up Form, SF 1199A](#), if:

- You have closed the account currently being used
- Your bank has changed its name
- You have changed your name and/or your mailing address
- You would like for your travel reimbursements directed to a different account

Submit the form to the FEMA Finance Center Vendor Maintenance Team via password protected email at FEMA-Finance-VendorMaintenance@fema.dhs.gov or via secure fax at (540) 504-2625. Please use a cover sheet when faxing.

Travelers will receive a credit card monthly statement that reflects all transactions, both charges and reimbursements made by the Agency to the government's credit card charges. [FEMA Manual 122-1-1, Travel Policy Manual dated 9/23/2015](#), explains this process. For an explanation on Reservists travel please review [FEMA Directive 253-3, Disaster Reservist Travel Pay](#).

Rental Car Information

All rentals should be reserved through CGE Concur. Do not reserve a compact vehicle and then upgrade at the rental counter.

Free or promotional upgrades at the compact rate are okay as long as the upgrade reflects a prudent approach reflecting a positive image of FEMA. (No Jaguars, convertibles, etc.). Complete a Justification Form and attach it to your travel voucher.

If you have been pre-approved to rent a larger-than-compact vehicle which exceeds the compact rate, a [Rental Car Justification Form](#) must be signed by the Section Chief or their delegate when you check in to the facility. Do not reserve a compact vehicle and then upgrade at the rental counter.

Other rental car reminders:

- **Do not** accept vehicle upgrades at higher than the compact rate
- **Do not** accept insurance
- **Do not** accept Fuel/Refuel Service Options

For those who are authorized a rental car, you will only be reimbursed for a compact size vehicle along with authorized related expenses incurred in the course of duty, including: tolls, parking and gasoline. Employees are reminded to exercise care in incurring these expenses. For instance, do not utilize "valet parking" when "self-parking" is available; do not select premium grade gasoline when filling up your tank; etc.

Some rental car related expenses are not reimbursable on your travel voucher, including:

- Car washes
- Tire repair
- Oil changes
- Locksmith fees
- Drop-off fees

Remember to obey local highway and traffic laws at all times and report any vehicle incidents to the local authorities and to the Safety Officer immediately.

7. **PER DIEM RATES**

The per diem rates are found on www.gsa.gov. No lodging waivers have been approved at this time.

Check with the Finance and Administration Section for the most current approved lodging waivers prior to and throughout your deployment since availability and lodging waivers will be frequently updated and may change. Please do not assume that lodging waivers at the beginning of your deployment will stay in effect throughout your deployment. Check frequently.

Remember that the maximum allowable per diem rate will be based **on the county where you are assigned**, not where you stay.

8. **LAUNDRY**

You may claim reimbursement for laundry and dry cleaning expenses **when used** up to \$15 per week when you are in travel status for four (4) or more consecutive nights.

This is not an automatic allowance.

9. **GOVERNMENT ISSUED CREDIT CARD**

All employees are reminded that the government-issued credit card must be used for authorized travel expenses **ONLY**. The card must **NEVER** be used for unauthorized or personal expenses.

Cash withdrawals from your Government Travel Card may not exceed your authorized limit per week. Cash withdrawals from your ATM Government Travel Card are subject to an interest charge and in some cases a facility user fee. These fees are reimbursable on your travel voucher as long as you use the Government Travel Card. Cash withdrawal fees on a personal ATM bankcard are **NOT** reimbursable.

A charge card contact list and other great resources are available on the FEMA Travel Charge Card page, which is available from within the FEMA firewall at

<https://intranet.fema.net/org/ocfo/fmd/Pages/FEMATravelChargeCard.aspx>

10. **SALARY WHILE IN TRAVEL STATUS**

All travel must be performed in accordance with a travel authorization and meet the requirements of the Federal Travel Regulation (FTR) and supplemental authorities.

Salary while in travel status, for the time spent traveling will be determined as follows:

- **Reporting to a Disaster/Emergency Deployment Site**: When traveling by common carrier, employees will be compensated for travel time that begins when the employee departs from his/her residence for the terminal or station, as applicable, and continues until the employee reaches the arrival city and concludes such travel at a place of lodging or designated worksite, whichever is earlier.
- **Upon release and return home**: Upon release from the deployment location, you will be compensated for travel time that begins when you depart the worksite or lodging, whichever is later, for the terminal or station and continues until you reach the arrival city and conclude such travel at your residence.

- **Rotation Travel:** Rotation, with your supervisor's approval may be approved every 30-45 days. On rotational travel, you will be paid your transportation expenses and $\frac{3}{4}$ of the M&IE for both travel days. According to [FEMA Manual 122-1-1, Travel Policy Manual dated 9/23/2015](#), a minimum of seven (7) days, with a maximum of fourteen (14), is recommended for the benefit of both FEMA and the employee (any rotation travel outside of these parameters must be approved by the DFCO). For definitions and instructions regarding rotational and non-rotational travel see FEMA Travel Manual referenced above. **DO NOT CHECK-OUT IN DTS!** Rotation Approval Forms are available from HR and must be completed with your Section Chief approving signature and submitted to HR prior to your rotation. You will be compensated for travel time that begins when you depart the worksite or lodging, whichever is later, for the terminal or station and continues until you reach the arrival city and conclude such travel at your residence.
- If air travel in route requires overnight stops, either planned, or due to a cancellation, travel time for each day will include the time required to obtain ground transportation (taxi/shuttle) and to commute to lodging. Similarly, the time required to return to the airport the following day will be included in the calculation for that days' travel time. Such time is compensable.
 - If total travel time for the day is greater than eight (8) hours, the Reservist will receive eight (8) hours of base pay, plus overtime for any additional hours in travel.
 - If total travel time for the day is less than eight (8) hours, the Reservist will receive eight (8) hours attributable to travel time.

In the instance of a cancellation, and when the air carrier is not able to guarantee a seat on the next, same day flight, the Reservist must contact National Travel to generate a new itinerary. The Reservist must also contact the DTS Helpdesk at 1-888-853-9648 to notify them of a change in the arrival date.

11. TIMESHEETS / WEB TA

WebTA validation should be accomplished according to the published schedule.

For Reservists, your assigned timekeeper is Bernadine Bledsoe – timekeeper bernadine.bledsoe@fema.dhs.gov (312) 408-5241. Other employee types (CORE, PFT, etc.) will continue to contact their respective timekeepers.

12. HOLIDAYS

PFT, CORE, and Reservist are to calculate their holiday pay in the normal fashion for their region.

- If a Reservist is scheduled to work and the JFO is **closed**, the Reservist is allowed eight (8) hours of regular time for that holiday.
- If the JFO or satellite office is **open** and the Reservist works on the holiday, the hours allowed are what was worked (overtime included) plus the eight (8) hours of holiday pay.

- If the JFO or satellite office is **open** and the Reservist does not work at the supervisor's request, holiday pay is allowed.
- **Please remember Reservists can only get paid for a holiday when they remain in the vicinity of the JFO over the holiday weekend.**

13. POSITION TASK BOOK (PTB)

Force Structure will be the determining factor for issuing new PTBs. If, based on force structure, someone is needed to advance the decision there will be collaboration between the Certifying Official in collaboration with the Reservist Program Manager.

14. PRIVACY ACT INFORMATION

The Privacy Act provides protection against unauthorized disclosure of any documents or paper that contains a person's name and social security number. In order to ensure all documents covered under the Privacy Act are safeguarded:

- Ensure sensitive information is kept secure to preclude unauthorized access.

15. DRESS CODE

The proper dress code for this operation is business casual, and should be *job appropriate* for your role as a government employee. You may wear FEMA, State, or other agency gear during duty hours.

The following items are examples of what **must not** be worn at the JFO or while performing official duties:

- Tank Tops
- Shorts
- Flip-flop style shoes
- T-Shirts or any shirts with writing other than FEMA, State or your Agency insignia
- Faded, ripped or torn clothing
- Oversized pants or shorts that cannot be kept fitting around the waist
- Inappropriately short, low cut or tight clothing

More casual attire such as hiking clothes and sweatshirts may be worn on weekends, but not when meeting Federal, State, Local and Tribal officials or disaster survivors. Also, ball caps are to be worn with the bill to the front of the face of the wearer.

16. WEARING OF STATE/FEDERAL/FEMA INSIGNIA

While wearing State/Federal Agency insignia (shirts, jackets, or caps) it is important to remember you represent the government and your co-workers. Our policy prohibits wearing State/Federal insignia in public places that would project an inappropriate message such as bars, nightclubs, liquor stores, etc. It is inappropriate to consume alcohol in a restaurant or hotel public area or other drinking establishment while wearing State/Federal insignia.

17. SECURITY

Identification badges are to be worn at all times visibly above the waist, while on duty. FEMA photo identification badges, other Federal Agency badges, and State identification badges will be honored for entry. Visitors will be issued a temporary day badge by facility Security. All visitors must have a sponsor who will be with them at all times in the facility.

18. HEALTH AND SAFETY

If you have a safety/health concern, or need to report an injury/illness or traffic accident, contact your supervisor **and** the Safety Officer immediately. Workers compensation forms are available from HR, also the Motor Vehicle Accident Report Form, SF 91, is available from in the Safety Office.

Information regarding medical facilities is available from HR and Safety. Please familiarize yourself with the location of the nearest medical facility. It is important to drink water and take time for rest and relaxation. Take care of yourself and your co-workers. Bring any personal concerns, issues or problems to the attention of your Section Chief.

It is FEMA policy to provide to each employee a place of employment which is free from recognized hazards likely to cause serious physical harm. Properly use any personal protective equipment provided to you, and report unsafe and unhealthy working conditions to your immediate supervisor or to the Safety Officer. Please familiarize yourself with the emergency exists at your workplace as well as your lodging facility.

The nearest Medical Locations, Hospital and Emergency Room Facilities are:

JFO

OSU Wexner Medical Center
410 W. 10th Avenue
Columbus, Ohio 43210
614-293-8000

Vehicles

When a FEMA employee has been authorized a rental car for official purposes, it is incumbent upon the employee to use the vehicle in a prudent and cost effective manner. [FEMA Manual 122-1-1, Travel Policy Manual dated 9/23/2015](#) describes official purposes as follows:

Transportation involving the use of POVs rental cars, taxis, or public transportation (buses, subways, or streetcars), will only be reimbursed when used for official Government travel. Transportation for official government travel includes, but is not limited to the following:

- *To a TDY location (primary worksite) or destinations authorized by the traveler's Approving Official on the TA;*
- *From transportation hubs, such as airports, to lodging or places of business;*
- *Between two places of business at the traveler's TDY location;*
- *Between lodging and places of business at a TDY location;*
- *For obtaining meals or groceries when not readily available near the TDY location (travelers must note on the voucher why such transportation was necessary);*
- *During emergency situations;*
- *To places of worship;*
- *For medical appointments or to obtain pharmacy or medical supplies; and*
- *To any other justifiable destination as documented on either an approved TA or as determined by the traveler's immediate supervisor at the TDY location, who must provide written approval to the traveler.*

In case of an accident or breakdown, contact the rental car agency first and then notify your immediate supervisor. All accidents, no matter how minor, must be reported to the Safety Officer, who can assist with the accident investigation. FEMA Accident Report forms may be obtained from the Safety Officer. You will need a copy of your vehicle rental agreement, your deployment Travel Authorization, the rental car agency accident report and the completed signed [Accident Report Form, SF 91](#).

- Each individual is responsible for the operation and security of their vehicle.
- While driving a government vehicle (this includes FEMA rentals), seat belt use by all occupants is MANDATORY.
- Smoking is not permitted in any government vehicle.
- Text messaging is prohibited while driving (See Executive Order by President Obama 10-01-09 below).

Sec. 2. Text Messaging While Driving by Federal Employees. Federal employees shall not engage in text messaging (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving.

The Safety Officer has the (Rental Car Safety Tips & Vehicle Accident Reporting) guide for the staff to place in their cars in case of an accident. It is suggested that you keep a copy of the SF 91, Motor Vehicle Accident Report Form in the glove box of your vehicle in case you are involved in an accident. If you are involved in a vehicle accident immediately contact your supervisor, car rental agency and the Safety Officer. Upon returning to R5 JFO, contact HR and fill out the required forms.

Accidents and Injuries

The Employees' Compensation Operations & Management Portal (ECOMP) may be used to electronically file reports of injury or illness, as well as claims for benefits under the Federal Employees' Compensation Act (FECA).

How to File a Claim in ECOMP

- Submitting and Reviewing Claims
 - You must register and create an account in ECOMP. Once you have registered, you can initiate a claim from your Employee Dashboard.
 - You must fill out each claim completely and submit it for review. You may save a partially completed claim and come back to it later. You may also upload and attach supporting documents to be submitted along with a FECA claim form. If your claim is incomplete, it will appear in your Dashboard as 'DRAFT', and will not be processed until you complete all fields and submit the claim for review.
 - Once you submit your claim, it will be reviewed by your supervisor (the system will ask you for their email address) and then by a reviewing official within the FEMA OCCHCO Employee Services Branch. If appropriate, FECA claims will then be submitted to OWCP. If your supervisor has a question, he/she may send the claim back to you. Claims sent back for your review will appear in your Dashboard as 'Returned to Filer'.
 - You will receive status emails during this process. You may also use the
 - "Track Status" function to monitor the progress of your submission or check the status of your claims from your Employee Dashboard.

Please contact HR to assist with registering in ECOMP and help filling out any documents.

If you are injured during official working hours, either at duty station or off site, please call the Region V Safety Officer, Michael Alving to report your injury; complete the appropriate paperwork with HR.

If you or a co-worker experiences a life-threatening condition, i.e., or loss of consciousness, uncontrolled bleeding, inability to breathe, shortness of breath or chest pain, phone 911 immediately. If you accidentally dial 911, please stay on the line and inform the person answering the call that it was an accident and no emergency exists.

Hospitalization

Supervisors must report all instances of hospitalization or serious injury of an employee immediately to Safety and to the HR Unit at the JFO. When an illness or injury occurs on a deployment, the following expenses may be allowed:

- Per diem at the location where you incurred or were treated for incapacitating illness or injury for a reasonable period of time (generally 14 calendar days). However, your agency may pay for a longer period with FCO approval.
- Transportation and per diem expense for travel to an alternate location to receive medical treatment.
- Transportation and per diem expense to return to your official station.
- Transportation costs of a medically necessary attendant.

However, there are limitations to these expenses. Expenses are not payable when someone is confined to:

- A medical facility within the proximity of your official station.
- The same medical facility you would have been admitted to if you're incapacitating illness or injury occurred at your official station.
 - The Government provides or reimburses you for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) Medical center or military hospital). However, per diem expenses are payable if your hospitalization is paid under the Federal Employees Health Benefits Program (5 U.S.C. 8901-8913).

All employees have a responsibility to assist in the prevention of the spread of communicable disease. Employees who are ill must notify their supervisor immediately. Employees who are ill or who present a risk of spreading communicable diseases should remain in their lodging.

Immediate Supervisors are responsible for maintaining daily contact with ill or hospitalized employees and inform the Finance Admin Section Chief (FASC) as to their status. The FASC shall inform leadership of employee status daily.

All Reservists accrue two (2) hours of Sick Leave each week when they work 40 hours or more and earn a total of four (4) hours of Sick Leave per pay period. Reservists must be in a pay status for at least a portion of a given pay period. Overtime pay may be approved in conjunction with the use of approved Sick Leave, when deemed by supervisor to be in the best interest of the Agency. Reservists who have exhausted their sick leave may be in leave without pay status.

Full time employees (CORE, PFT or TFT) who are ill may remain in their lodgings and receive up to eight (8) hours per day or forty (40) hours per week of sick pay.

FEMA policy permits FCO discretion to allow individuals to remain in travel status when ill up to 14 days. Supervisors must contact Safety in all instances when an employee will not be able to return to duty within fourteen (14) days.

19. ALCOHOL AND DRUGS

Driven by Executive Order 12564 dated 1986, the Department of Homeland Security (DHS) signed and approved the FEMA Plan which makes it a condition of employment for all Federal employees to refrain from using illegal drugs **on and off duty**. Under FEMA's Plan, certain positions are identified as Testing Designated Positions (TDPs). Employees occupying non-TDP positions can also be tested under the following circumstances:

- Reasonable suspicion
- New Employee (for those hired into a TDP)
- Accident and Unsafe or Unhealthy Practice Testing
- Voluntary Testing

- Follow-up testing

20. RESPECT YOUR COLLEAGUES

We are working together in tight quarters, please be respectful and courteous in your work place.

- Use your “inside”, quiet voice
- Be prepared and prompt for meetings
- If you listen to music at your work station, you **must use ear phones** or similar so that only *you* hear your music
- Using the internet to listen to music/media, streaming videos or podcasts is NOT allowed, as it slows the entire system for everyone.

21. EQUAL RIGHTS

It is the policy of FEMA to provide Equal Opportunity for all applicants and employees in every aspect of their employment and working conditions. FEMA supports the concept of affirmative employment to ensure that personnel policies and practices provide equal employment opportunity without regard to race, color, religion, national origin, sex (sexual harassment), age, disability, sexual orientation, parental status, genetic information or retaliation/reprisal.

No FEMA employee will be allowed to engage in or be a victim of discriminatory practices based on race, color, religion, national origin, sex (sexual harassment), age, disability, sexual orientation, parental status, genetic information or retaliation/reprisal. This commitment specifically includes

Any employee who believes he or she has been discriminated against may speak to the Equal Rights Officer.

22. ALTERNATIVE DISPUTE RESOLUTION (ADR)

ADR is a program designed to resolve workplace conflicts in a non-adversarial manner through the use of the mediators, counselors or other facilitators trained in resolving disputes. If you believe you have been treated unfairly or have complaints about working conditions or employment decisions and have not been able to resolve your complaint with your supervisor, you may choose to seek resolution through the ADR process, which is administered by FEMA’s Office of Alternative Dispute Resolution, Headquarters.

23. SMOKING POLICY

Smoking (including electronic cigarettes) is prohibited in all government buildings and within twenty-five (25) feet of the entrance or exit of the JFO. An outside smoking area is designated with a proper receptacle for residue. Smokers are responsible for keeping the area clean. We appreciate your cooperation.

24. TELEPHONE USE

Please remember the Federal telephone system is for conducting official business. This policy includes the use of Federal cellular telephones. Occasional brief personal calls may be made, as necessary. Use good judgment on this issue and be respectful of your colleagues.

25. EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP provides confidential counseling for employees to assist with stress both on and off the job. You may contact EAP by calling **(800) 222-0364**.

When calling the 800- number you will be asked for:

- Employing Agency (FEMA)
- Name
- Address
- Contact phone number
- State
- Pay Grade
- Current Work Place
- Zip code

POINTS OF CONTACT

- Steven Johnson, FCO - (312) 718-6454
 - Mark Peterson, External Affairs – (312) 408-4469
 - Nicholas Mueller, Finance and Admin Section - (312) 852-1584
 - Emily Minkow – HR Lead - (312) 408-4474
 - Miako Johnson – Travel Manager - (312) 408-4446
 - Julia McCarthy, Hazard Mitigation – (xxx) xxx-xxxx
 - Morgan Geiger (312) 408-5360
 - Rommel Aquino, Operations - (312) 316-9803
 - Michael Alving (312) 408-5568
 - Richard Amburgey (312) 408-4435
 - Jason Quigley, Contracting Officer – (312) 408-5527
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- CGE Concur Help Line number at the FEMA Finance Center (FFC) - (866) 333-1989
 - Deployment Support (DTS) - 888-853-9648 or 844-DTS-HELP
 - FEMA Finance Center Vendor Maintenance Secure FAX - (540) 504-2625
 - Employee Assistance Program - (800) 222-0364

Thank you and Welcome to the Ohio DR-4360!