



FUNCTIONAL ANNEX H
REPORTING AND DOCUMENTATION

Primary Agency: Department of Administration (DOA)
Office of Civil Defense (OCD)

Support Agencies: Bureau of Budget and Management Research (BBMR)
Governor s Authorized Representative
Guam Legislature
Office of the Governor
State Coordinating Officer (SCO)

I. Introduction

A. Purpose

Functional Annex H — This function deals with the monitoring and processing of emergency or disaster related expenses to provide accountability in the use of federal funds when the President of the United States has declared the island a Federal Disaster Area.

B. Scope

The Procedures and Actions provided by Functional Annex H include, but are not limited to:

1. Prescribe for all Response Agencies and Departments the essential reporting and documentation necessary to identify, track and monitor emergency or disaster related expenditures.

II. Policies

- A. The Office of the Governor is responsible for all issues of policy regarding disaster operations. The Office of Civil Defense (OCD) shall coordinate with the Department of Administration (DOA) the operations and the direction and control of the Recordation and Documentation process.
- B. Executive Order No. 91-09
- C. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended)

B. Information and Planning section

1. Responsible for recording, tracking and documenting all EOC activities. The forms used to document all EOC activities are:
 - a. EOC Message/Request for Assistance
 1. Form used to record and process all actions initiated by the RAC in the EOC. The items described on the form will be approved or disapproved by the EOC Director, recorded by I&P on the Action Tracking Log and returned to the requesting RAC for implementation. Each morning the Action Tracking Log will be distributed to the RAC so as to provide a status of the message or request of the preceding day. The status report will provide the documentation of actions taken in the EOC by the RAC to address the needs of response.
 - b. Request for Equipment and Supply Distribution
 1. Form will be completed by the RAC when response resources maintained by the GSA Distribution Center are required by the agency. The request form, supported by a copy of the message form identifying the requirement will be submitted to the EOC Director for approval. The GSA distribution center will then process the request. The I&P section will maintain a copy of the request for documentation and accountability.
 - c. Equipment, Manpower and Vehicle Data Base
 1. The RAC when activated will provide agency documentation identifying all equipment, vehicle inventory, and disaster assignments for all essential and non-essential agency personnel. The I&P section will update and maintain a data base from the documentation so that response resources can be identified and shared among the RAC.
 - d. SCO Briefings
 1. The RAC will use the Agency Briefing Format to provide daily briefings for the SCO. The I&P section will distribute the briefing form every morning to be completed by the RAC and returned by noon. I&P will take the forms submitted and create a PowerPoint presentation for the SCO afternoon briefing. Each RAC

will use the PowerPoint presentation to update the SCO on the current status of operations, priorities for the next operational period and identify resource requirements or shortfalls.

2. Production and distribution of the daily Situation Report
 - a. The Situation Report will be produced daily by the I&P section following the daily SCO briefing. The SitReps will begin at the time the EOC is activated and conclude when it is determined that it is no longer necessary by the SCO. The RAC will provide input to the SitRep using the daily briefing form submitted at noon each day. Additional documentation required will be solicited by the I&P section by 2:00pm each afternoon.

V. Appendices

- A. EOC Organization Chart
- B. Agency Briefing Format
- C. EOC Operational Structure
- D. Debriefing Outline
- E. EOC Forms
 1. Message Management
 2. EOC Operations Log
 3. Action Request
 4. Preliminary Damage Assessment