



FUNCTIONAL ANNEX K  
RESOURCE MANAGEMENT

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Primary Agency: Office of Civil Defense (OCD)  
Support Agencies: Department of Administration (DOA)  
General Services Administration (GSA)

*I. Introduction*

A. Purpose

Functional Annex K — The resource management annex describes the means, organization, and process by which the Government of Guam will find, obtain, allocate, and distribute resources to satisfy needs that are generated during an emergency,

B. Scope

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

1. Actions for the prompt and effective acquisition, distribution and utilization of human and material resources for essential purposes in the event of a natural or manmade emergency or disaster.

*II. Policies*

- A. All issues of policy, coordination of operations and the direction and control of preparation and response efforts rests with the OCD. All Response Agencies will, by their activation, coordinate activities within the structure and organization of the Operations Section.

If Response Agencies can acquire needed materials and supplies within the structure of their agency specific emergency fund, no request for assistance should be submitted to General Services Administration (GSA) for processing.

- B. Executive Order No. 91-09

### *III. Concept of Operations*

#### A. General

The Department of Administration (DOA) will establish emergency accounts for all response agencies to accommodate pre-event preparedness expenditures and activities through deactivation of the response effort following the emergency or disaster.

GSA will provide the logistics to source, acquire and distribute all response related materials and resources. GSA will receive, record/track and manage all response related resources and request for materials by establishing areas to collect, stage and distribute all requests for response materials and resources.

#### B. Organization

GSA will have the primary responsibility for Logistics and Resource Management upon activation of the Emergency Operations Center (EOC). GSA will report to EOC to receive initial instructions and request forms from the Emergency Operations Center Director. The EOC Planning and Information Section will coordinate all agency tasking, action items and subsequent request for supplies and materials through the procedures established within the Unified Command System.

#### C. Response Actions

The OCD, in conjunction with the Department of Administration and General Services Administration, will be activated to manage the Logistics and Resource Management Section of the response effort. The Section will coordinate the processing of Response Agency Coordinator (RAC) requests and purchase orders as well as the receipt, staging/storing and distribution of Immediate Needs Response Resources requested of the FEMA Pacific Logistics Center.

Upon the activation of Response Agencies, GSA and the Information & Planning Section will initiate management and tracking of all emergency/disaster related requests and expenses in conjunction with the Administration and Finance Section. When Condition 3 is announced the Administration and Logistics function of the Unified Command System will be initiated.

All requests for assistance and supplies or materials will be processed through the EOC Director. GSA will source and acquire materials and supplies requested by the RAC and approved by the EOC Director. If not available on island, or in short supply, an Action Request Form will be generated by the EOC Director to request assistance from the FEMA Disaster Operations Section.

The Mayors' Council Response Activity Coordinator (RAC) will coordinate the request of the Village Mayors. No request for supplies or materials shall be approved and/or allocated without the processing of the necessary request forms. Separate distribution areas will be established to meet the requests of Response Agencies and the Mayors' Council.

Management and distribution of donated goods and materials will be the responsibility of the Salvation Army and the Volunteer Agencies (VOAD).

#### *IV. Responsibilities*

The Administrator, OCD, will be responsible for the maintenance and revision of this annex. The OCD will review and exercise this annex on a bi-annual basis. A pre-typhoon season exercise will be conducted in the 4<sup>th</sup> quarter as part of the Response Agency readiness activity.

##### A. Primary Agency

1. Office of Civil Defense (OCD)
  - a. Assist GSA in establishing a procedure for the receipt, storage, staging and distribution of requested materials and supplies.
  - b. Maintain Memorandum of Understanding with required agencies to implement the plan to receive, stage and distribute materials and supplies.
  - c. Implement the Generator Management Plan (see Functional Annex E).

##### B. Support Agencies

1. Department of Administration (DOA)
  - a. Establish, as required, emergency procurement accounts for GSA and other Response Agencies.
2. General Services Administration (GSA)
  - a. Coordinate with DOA the establishment of emergency procurement accounts for emergency acquisition of materials and supplies.
  - b. Request Response Agencies to inventory existing agency supplies and materials and to fill initial request for response supplies and materials using existing agency inventories.
  - c. Source and obtain requested response supplies and materials.
  - d. Take action on messages and requests using the Message/Request Form and/or GG/GSA Disaster Assistance Request Form

- e. Receive, store/stage and distribute disaster or emergency materials and supplies acquired following the event.
  - f. Implement MOUs established to create storage and distribution centers.
3. State Coordinating Official (SCO) and Governors Authorized Representative
- a. When a Federal Disaster is declared, review, verify need, and sign off on EOC Director coordinated Request for Assistance.
4. Response Agencies
- a. Provide the Information & Planning section a current listing of response materials, personnel and vehicles within agency inventories
  - b. Identify response materials needs and resource shortfalls after using current inventories.
  - c. Request assistance and supplies using the RAC Message/Request for Assistance forms
5. Guam National Guard
- a. Assist the Logistics and Resource Management Section in the receipt, staging and distribution of Response Resources.

*V. Appendices*

- A. Flow Chart on Request/Requisition Process
- B. Flow Chart on FEMA Action Request Process
- C. Flow Chart on GSA Distribution Process
- D. Disaster Assistance Supply Distribution Supply
- E. Response Agency Message/Request Form
- F. FEMA Action Request Form
- G. Gov Guam/GSA Disaster Assistance Request Form
- H. MOU for the Receipt and Staging of Materials
- I. SOP for Receiving, Staging (storing) and Distribution of Materials and Supplies
- J. Location Maps Identifying Pre-Determined Distribution Sites