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U.S. Army Corps of Engineers  
Washington, DC 20314-1000 | ER 500-1-21  
15 Sep 87 |
|---|---|---|
| Emergency Employment of Army and Other Resources  
CORPS OF ENGINEERS READINESS EVALUATION SYSTEM (RCS: DAEN-CWO-17) | **Distribution Restriction Statement**  
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Emergency Employment of Army and Other Resources
CORPS OF ENGINEERS READINESS EVALUATION SYSTEM
RCS: DAEN-CWO-71

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APPENDIX A. NATIONAL EMERGENCY PREPAREDNESS PROGRAM

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APPENDIX C. REPORTS

National Emergency Preparedness Program Readiness Matrix  C-1   C-1
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1. **Purpose.** To prescribe policies, procedures and responsibilities for implementing the U.S. Army Corps of Engineers (USACE) Readiness Evaluation System (CERES).

2. **Background.** The USACE Readiness Evaluation System (CERES) supports a dual purpose, one for HQUSACE and one for FOA commanders. For HQUSACE CERES provides Corps wide trends depicting preparedness for and readiness to respond to a full spectrum of hazards or emergencies; i.e., threats to national security, natural hazards, technological hazards, civil disturbances, or resource shortages. These trends are determined through using the readiness matrix in a three dimensional mode. It also provides a management tool for the Commander USACE and highlights the Corps readiness in those areas of increasing potential involvement, such as technological hazards, and civil disturbances. For FOA commanders, CERES provides a method to determine division, district and separate FOA preparedness for and readiness to respond to the same full spectrum of hazards or emergencies. CERES is a management tool for commanders, assisting them to assess and improve the readiness of their commands through systematic review of the various components of readiness.

3. **Applicability.** This ER is applicable to EUD, HND, LMVD, MRD, NAD, NCD, NED, NPD, ORD, POD, SAD, SPD, SWD, CERL, CRREL, TL, FESA, HESCA, and WES, WRSC. This iteration will apply to EUD, HND, FED, POJ, CERL, CRREL, FESA, WES, WRSC, ETL and HECSA on a trial basis.

4. **References.**
   a. DA Civil Disturbance Plan Garden Plot.
   b. AR 190-52 (Countering Terrorism and Other Major Disruption on Military Installations).
   c. AR 500-60 (Disaster Relief).
   d. AR 500-70 (Military Support to Civil Defense).
   e. AR 570-4 (Manpower Management).
   f. ER 500-1-1 (Natural Disaster Procedures).
   g. ER 500-1-2 USACE Mobilization and Operations Planning System (CEMOPS) and all Draft CEMOPS volumes (some classified and distributed through DAEN-CWO-E).
   i. ER 500-1-19 (Draft) (USACE Training).
   j. **ER 500-1-22** USACE Corrective Action Program (CECAP).
ER 500-1-21
15 SEP 87

k. ER 500-1-24 USACE Command Readiness Exercise Program
(COREX).

l. ER 1130-2-417 (Major Rehabilitation Program and Dam Safety
Assurance Program).

m. ER 1130-2-419 (Major Rehabilitation Program and Dam Safety
Assurance Program).

n. ER 1145-2-305 (Removal of Wrecks and other Obstruction).

o. ER 500-1-24 USACE Exercise Manual (COREM).

p. USACE OPLAN 87-1, Emergency Regional Reporting System
(Distributed through DAEN-CWO-E).

q. USACE CONPLAN 86-1, (Draft) Military Support of Civil
Defense (Distributed through DAEN-CWO-E).

5. Responsibilities. Division, district, lab and separate FOA
commanders shall complete CERES on an annual basis as of the last
day of September. An update will be submitted on the categories
that have changed in readiness status on a semi-annual basis as
of the last day of March. A consolidated CERES package will be
forwarded by each division to reach HQUSACE (CECW-OE-R) NLT the
end of the following month. District submittals shall be
forwarded to parent divisions for review and consolidation. See
Paragraph 10 for specific instructions.

6. Classification. Completed CERES material in UNCLASSIFIED.

7. Structural Concept. CERES evaluates six common functional
categories of two readiness program areas by seeking responses to
specific questions.

a. Readiness program areas are:

(1) National Emergency Preparedness Program, Appendix A.

(2) Disaster Preparedness Program, Appendix B.

b. Common functional categories are:

(1) Resources.

(2) Personnel and Training.

(3) Logistics.

(4) Plans and Manuals.

(5) Exercises.
(6) Interagency Coordination.

c. Example.

Disaster Preparedness Program = readiness program area

B-1. Resources = common functional category

a. Are ...? = question

b. Have the following....:
   (1) ....? = question
   (2) ....? = question

8. Evaluation Concept.

   a. Readiness of a division or district is displayed as a two dimensional "readiness matrix" supplemented by commanders' comments and an executive summary. Matrix dimensions are readiness program areas and common functional categories. A cell of the readiness matrix therefore represents the readiness of a common functional category within a readiness program area; the value of each cell is determined by the weighted answers to a specific series of questions.

   b. To provide a bias toward the responses to critical questions and account for inter-divisional differences in risk exposure, an applicability value (weight) is assigned to each question. Applicability values will be set by each division commander for his division, and by district commander for the district. If division commanders feel a district assigned applicability value is not appropriate, the division commander may re-assign that applicability value. HQUSACE reserves the right to pre-assign applicability values for any question if the need arises. The definition, corresponding percent of applicability and numerical weight assigned to each applicability value are shown in figure 1.

   c. The applicability value that you assign to each requirement will be determined by the magnitude of the effect that the requirement has on the readiness of that mission.
EXAMPLE: Your div/dist/lab/other FOA is responsible for an area that is known to have major earthquakes. The question you are trying to answer is "Do you have an earthquake response plan developed and updated?" The magnitude of the effect on your readiness is between 90 and 100 percent, therefore you would choose an applicability value of 5.

<table>
<thead>
<tr>
<th>APPLICABILITY VALUE</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>High (90%-100%)</td>
<td>5</td>
</tr>
<tr>
<td>Substantial (80-89%)</td>
<td>4</td>
</tr>
<tr>
<td>Average (70-79%)</td>
<td>3</td>
</tr>
<tr>
<td>Marginal (50-69%)</td>
<td>2</td>
</tr>
<tr>
<td>Low (1-49%)</td>
<td>1</td>
</tr>
<tr>
<td>None</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 1. Applicability Values.
d. To provide an accurate answer to questions, a value is assigned to each of five allowable responses. These are displayed in figure 2.

EXAMPLE: Consider answering the question: "Do you have your MOB plan completed and upgraded?". Your answer is that it is completed but only about 85% updated. Your degree of compliance should be the number three.

<table>
<thead>
<tr>
<th>DEGREE OF COMPLIANCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% complete</td>
<td>4</td>
</tr>
<tr>
<td>80-89% complete</td>
<td>3</td>
</tr>
<tr>
<td>70-79% complete</td>
<td>2</td>
</tr>
<tr>
<td>60-69% complete</td>
<td>1</td>
</tr>
<tr>
<td>0-59% complete</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 2 Response Values.
e. As stated above, the readiness of each cell in a readiness matrix (i.e., common functional category within a readiness program area) is determined by the weighted responses to a specific series of questions. Figure 3 illustrates this procedure. Figure 4 translates the calculated numerical readiness to an adjectival readiness. As each group of questions is answered, readiness data derived are transferred to the readiness matrix, Appendices C-1 and C-2.

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>APPLICABILITY VALUE (AV)</th>
<th>RESPONSE (R)</th>
<th>READINESS QUALITY POINTS (RQP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Does ...?</td>
<td>(Average) 3</td>
<td>(80-89%)</td>
<td>3</td>
</tr>
<tr>
<td>b. Are ...?</td>
<td>(High) 5</td>
<td>(70-79%)</td>
<td>2</td>
</tr>
<tr>
<td>c. Are the following ...:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1). ....?</td>
<td>(Low) 1</td>
<td>(90-100%)</td>
<td>4</td>
</tr>
<tr>
<td>(2). ....?</td>
<td>(None) 0</td>
<td>(0-59%)</td>
<td>0</td>
</tr>
<tr>
<td>(3). ....?</td>
<td>(High) 5</td>
<td>(90-100%)</td>
<td>4</td>
</tr>
<tr>
<td>Sum (AV)</td>
<td></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Sum (RQP)</td>
<td></td>
<td></td>
<td>43</td>
</tr>
</tbody>
</table>

Numerical Readiness = \( \frac{\text{Sum (RQP)}}{\text{Sum (AV)}} \) = \( \frac{14}{43} \) = 0.3268

Resources: Adjectival Readiness = Marginal

**Figure 3.** Calculation of Numerical and Adjectival Readiness.

<table>
<thead>
<tr>
<th>NUMERICAL READINESS</th>
<th>ADJECTIVAL READINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td>3.20</td>
<td>4.00</td>
</tr>
<tr>
<td>2.40</td>
<td>3.19</td>
</tr>
<tr>
<td>0.00</td>
<td>2.39</td>
</tr>
</tbody>
</table>

**Figure 4.** Translation to Adjectival Readiness.
f. Commanders may comment as they deem appropriate using ENG FORM 4889-R or the area provided in the computer program. Comments are mandatory for each cell rated marginal or unready; the reasons therefore and corrective action will specifically be addressed. Comments shall be keyed to a specific readiness matrix cell and be succinct, not exceeding one page per cell. Commanders will also prepare a one page executive summary addressing matters of readiness which they deem appropriate. The Division commanders executive summary should include comments geared towards subordinate districts as well as the division office.

g. Readiness matrices data, (tempered by commanders' comments), will be used by HQUSACE to develop USACE-wide readiness information, to conduct statistical analyses identifying systemic problems, and to provide input for command readiness briefings.

9. General. Points to remember as you complete CERES.
   a. CERES is developed around a compendium of existing requirements that has been published to FOA through various AR and ER.
   b. CERES is a self evaluation that will be reviewed by HQUSACE upon submission.
   c. Definitions/Explanations for clarification as follows:
      (1) Plans/Manuals: The items referred to in this section do not have to be a stand alone plan or manual. Many items may be an annex or supplement to another plan/manual.
      (2) Applicability: Not all requirements apply to each FOA. If an item does not apply to your mission, use an applicability value of zero.

10. Specific Instructions.
   a. Divisions, districts, and separate FOA will utilize the questions in appendices A and B, and complete CERES on an annual basis with a semi-annual update as specified in paragraph 5. The division evaluation will address only division headquarters activities.
b. Districts will submit completed readiness matrices with commander's comments (Appendix C) and the executive summary to their parent division. Divisions will review evaluations for accuracy, consistency, and sufficiency, complete a division headquarters evaluation, and forward a consolidated CERES package to HQUSACE (CECW-OE-R) IAW suspense in paragraph 5. Labs and Separate FOA will submit the same information as divisions and districts.

c. A computerized support package, is being furnished under a separate cover. The program consists of three disks, the User Disk, the CERES Disk and the Data Disk. Once completed only the Data Disk need be forwarded for review. If the computerized version cannot be used, a hard copy of Appendices A, B and C must be completed. ENG FORM 4889-R may be locally reproduced or electronically generated. Electronic versions must be literally and sequentially parallel to the conventional version, i.e., variations, additions or omissions are not authorized.

11. Feedback. HQUSACE (CECW-OE-R) will provide feedback to divisions NLT the end of the second month following the submittal date. Feedback will include:

a. USACE-wide trend data.

b. Status of HQUSACE actions impacting division and/or subordinate district readiness.

FOR THE COMMANDER:

JAMES R. WHITLEY
Colonel, Corps of Engineers
Acting Chief of Staff

3 Appendices
APP A - National Emergency Preparedness Program Data
APP B - Disaster Preparedness Program Data
APP C - Reports
APPENDIX A

NATIONAL EMERGENCY PREPAREDNESS PROGRAM

A-1. RESOURCES.  

<table>
<thead>
<tr>
<th></th>
<th>AV</th>
<th>R</th>
<th>RQP</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives concerning the following Mobilization Preparedness activities under code 903-510:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Purchase and maintain emergency supplies and equipment?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>(2) Develop, maintain, and update the Mobilization (MOB) Plan, IAW CEMOPS para 1-5, and all subsequent plans and SOP that pertain to your division/district mission, IAW CEMOPS appendices A-Y (that are funded under code 903-510)?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>(3) Conduct and develop emergency training?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>(4) Conduct coordination activities?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>(5) Conduct an exercise program?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>(6) Prepare and maintain listings of Army and Air Force Reserve facilities which will be validated by reserve forces on Mobilization, IAW CEMOPS?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>b. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives to develop, maintain, and update the following documents concerning Continuity of Government Preparedness activities under code 903-520:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Continuity of Operations Plan (COOP), IAW CEMOPS VOL.III (Draft)?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>(2) Military Support of Civil Defense (MSCD) Plan, Annex or SOP IAW HQUSACE CONPLAN 86-1?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
<tr>
<td>(3) Civil Disturbance Contingency Plan, Annex or SOP IAW DA Civil Disturbance Plan, Garden Plot, para D-3-2?</td>
<td>-</td>
<td>-</td>
<td>--</td>
</tr>
</tbody>
</table>

Page subtotal ——— ——— (AV) (RQP)

A-1
(4) Emergency Regional Reporting System supplement or SOP to HQUSACE OPLAN 87-1?

c. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives IAW DAEN-CWO set schedule for FOA concerning Emergency Water Activities under code 903-530? - - --

d. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives to operate and maintain emergency facilities under code 903-540? - - --

e. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives concerning the following O&M Army activities? - - --

(1) Develop, maintain, and update the following documents:

(a) Mobilization Master Plan (MMP), IAW CEMOPS para 6-3? - - --

(b) Installation Support Books (ISB), IAW CEMOPS para G-3? - - --

(c) Predesignation of non-industrial facilities (NIF) for inclusion in DA Pamphlet 500-10? - - --

(2) Participate in exercises? - - --

f. Does the HQUSACE current year approved program support div/dist project O&M Gen activities to develop, maintain, and update Civil Works Project MOB Plan (PMP), IAW CEMOPS para H-8? - - --

g. Are there enough full time equivalent (FTE) work years, throughout all offices of the div/dist/lab/other FOA, dedicated to the national emergency preparedness program to accomplish the identified requirements? - - --

h. Are all authorized personnel spaces filled in the Emergency Management Organization? - - --

\[
\text{Numerical Readiness} = \frac{\text{Sum(RQP)}}{\text{Sum(AV)}} = \_./\_ = \_.
\]

Resources: Adjectival Readiness = ________
A-2. PERSONNEL AND TRAINING.

a. Are MOB duties included, as appropriate, in the peacetime job descriptions (PD) of employees?  

b. Are mobilization preparedness functions an element in the performance standards of GM and SES employees?  

c. Has div/dist/lab/other FOA established a Mobilization Table of distribution and Allowances (MOBTDA) with sufficient personnel to perform immediate essential MOB operations? Is it updated and valid?  

d. Have non essential personnel available for MOB missions been identified against MOBTDA positions? Have key personnel positions been identified?  

e. Have all MOBTDA job descriptions been completed?  

f. Have provisions been made to fill key positions when incumbent reservists and retired military are called up?  

g. Are procedures in place to immediately augment personnel strength to respond to MOB requirements?  

h. Are IMA assigned to div/dist/lab/other FOA?  

i. Are IMA assigned to div/dist/lab/other FOA utilized for projects relating to their mission if they were called to active duty?  

j. Does div/dist/lab/other FOA have an established mobilization training program to support training requirements IAW CEMOPS Appendix Y?  

k. Are IMA personnel receiving the required mobilization training?  

page subtotal (AV) (RQP)

A-3
1. Does training at the div/dist/lab/other FOA include instruction in the following areas:

(1) Mobilization:

(a) EOC operations?  
(b) MOB security measures?  
(C) Emergency Action Procedures (EAP)?  

(2) COOP:

(a) Operation of emergency facilities (ERS, ERS shelter)?  
(b) All areas IAW CECOPS Annex O, Stat?  
(C) Radiological Defense?  
(d) Emergency Regional Reporting Procedures IAW HQUSACE OPLAN 87-I?  

m. Are personnel that attended MOB training courses satisfactorily performing these skills during exercises?  

n. Are personnel that attended COOP training courses satisfactorily performing these skills during exercises?  

o. Have div/dist/lab/other FOA security managers attended the U. S. Army Counter Terrorism course?  

\[
\text{Numerical Readiness} = \frac{\text{SUM(RQP)}}{\text{SUM(AV)}} = \frac{\text{Sum(AV)}}{\text{Sum(RQP)}}
\]  

PERSONNEL AND TRAINING: Adjectival Readiness = _______
A-3. LOGISTICS.

a. Does div/dist have an EOC IAW CEMOPS Appendix E?
   _ _ _

b. Does div/dist/lab/other FOA have and maintain an emergency facility IAW CECOPS Appendix B?
   _ _ _

c. Does div/dist/lab/other FOA have automatic data processing equipment to support the emergency needs of the commander?
   _ _ _

d. Does div/dist/lab/other FOA have communications equipment to support the emergency needs of the commander under the national emergency preparedness program, IAW CEMOPS Vol.III (Draft)?
   _ _ _

e. Does div/dist/lab/other FOA have emergency supplies and equipment needed to respond to MOB activities?
   _ _ _

f. Does div/dist/lab/other FOA have emergency supplies and equipment needed to respond to COOP activities?
   _ _ _

\[
\text{Numerical Readiness} = \frac{\text{Sum}(\text{RQP})}{\text{Sum}(\text{AV})} = \frac{\text{Sum}(\text{RQP})}{\text{Sum}(\text{AV})} = \_\_\_
\]

LOGISTICS: Adjectival Readiness = _________
A-4. PLANS AND MANUALS.

a. Does div/dist/lab/other FOA have the following documents/supporting documents or procedures developed and updated (some documents developed IAW schedule set by HQUSACE, example: ISB; some documents may be an annex to the MOB or COOP Plan):

   (1) Mobilization:
      (a) MOB plan, IAW CEMOPS para 1-5? _ _ _
      (b) EOC Operations, IAW CEMOPS para E-4? _ _ _
      (c) Physical security/maximum physical security plan, IAW CEMOPS para B-4? _ _ _
      (d) MMP, IAW CEMOPS? _ _ _
      (e) PMP, IAW CEMOPS? _ _ _
      (f) ISB, IAW CEMOPS? _ _ _
      (g) M-Drawings, (Updated by HND and on hand ready for site adaptation)? _ _ _

   (2) COOP:
      (a) COOP, IAW HQUSACE COOP? _ _ _
      (b) MSCD plan, annex or SOP IAW HQUSACE CONPLAN 86-1? _ _ _
      (c) ERS Operations SOP, IAW CEMOPS Vol.III (Draft)? _ _ _
      (d) Threat Statement, IAW AR 190-52? _ _ _
      (e) Civil Disturbance Contingency Plan, Annex or SOP, IAW DA Civil Disorder Plan para D-3-2? _ _ _
      (f) Emergency Action Procedures, IAW CEMOPS Vol.II (Draft)? _ _ _
      (g) CONUS Emergency Regional Reporting System, IAW HQUSACE OPLAN 87-1? _ _ _

   page subtotal ___ ___

   (AV) (RQP)
b. Have these plans been furnished to all offices within the div/dist/lab/other FOA which require the guidance to accomplish their missions in support of mobilization and continuity of operations?

       ___  ___  ___

       ___  ___  ___

c. Does div/dist/lab/other FOA have a current list of vendors and contractors for use in emergency procurement of items and services needed during MOB operations?

       ___  ___  ___

\[
\text{Numerical Readiness} = \frac{\text{Sum(RQP)}}{\text{Sum(AV)}} = \_./\_ = \_:.\_ \\
\]

PLANS AND MANUALS: Adjectival Readiness = _________
A-5. EXERCISES.

a. Level of participation in the last MOB exercise directed by, and IAW COREX/COREM:

   (1) JCS?  
   (2) Division?  
   (3) District?

b. Level of participation in the last COOP exercise directed by, and IAW COREX/COREM?

   (1) JCS?  
   (2) Division?  
   (3) District?

c. Were the following items/actions tested during the last MOB exercise the div/dist/lab/other FOA participated in:

   (1) Div/dist MOB Plan?  
   (2) EOC Operations?  
   (3) Physical security/maximum physical security plan?  
   (4) MMP?  
   (5) PMP?  
   (6) ISB Review?  
   (7) M-Drawings Review?  
   (8) EAP?

d. Were the following items/actions tested during the last COOP exercise the div/dist/lab /other FOA participated in:

   (1) Div/dist COOP?  
   (2) MSCD plan, annex or SOP?  
   (3) ERS operations SOP?

   page subtotal ___ ___

   (AV) (RQP)
(4) EAP? _ _ _ _

(5) ERR System? _ _ _ _

e. Have corrective action programs (CAP) been initiated to correct observed deficiencies IAW the CECAP program? _ _ _ _

f. Are outstanding CAP monitored to determine current status? _ _ _ _

g. Are Federal, state, and local emergency service agencies invited (where scenario requires their involvement and security is not compromised) to participate in exercises? _ _ _ _

\[
\text{Numerical Readiness} = \frac{\text{Sum(RQP)}}{\text{Sum(AV)}} = \frac{\text{Sum(RQP)}}{\text{Sum(AV)}} = \_._\
\]

EXERCISE: Adjectival Readiness = _________
A-6. INTERAGENCY COORDINATION

a. Do the appropriate division offices meet annually and coordinate MOB/COOP plans with the following agencies:

(1) Continental United States Army (CONUSA)? _ _ _

(2) Federal Emergency Management Agency (FEMA) Region? _ _ _

b. Do the appropriate district offices meet annually and coordinate MOB/COOP plans and/or activities with the following agencies? _ _ _

(1) State Area Command (STARC)? _ _ _

(2) State/Local Law Enforcement Agencies? _ _ _

(3) State Office of Emergency Services (OES)? _ _ _

c. Does div/dist/FOA annually meet and coordinate MOB Plans with all agencies that are present in ports that support deplo _ _ _

d. Does the div/dist annually meet and coordinate MOB/COOP plans with military installations within their boundaries under the general support (GS)/direct support (DS) concept? _ _ _

e. If you are a DS district, do you have an MOA with the GS district concerning mission and resources transfer? _ _ _

f. If you are a DS division, do you have an MOA with the GS divis _ _ _

g. If you have OCONUS responsibilities, do you have MOA/MOU with the OCONUS CINC for the respective area concerning mission responsibility and project funding? _ _ _

Sum(AV)    Sum(RQP)

Numerical Readiness = Sum(RQP)/ Sum(AV) = ___/ ___ = _._

INTERAGENCY COORDINATION: Adjectival Readiness = _________
APPENDIX B

DISASTER PREPAREDNESS PROGRAM

B-1. RESOURCES.

a. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives and requirements for the following activities under Corps Statutory Authorities Code 910-110:

(1) Purchase and maintain emergency supplies and equipment, IAW ER 500-1-1 para 3-6?  

(2) Conduct and develop training, IAW ER 500-1-1 para 3-4?  

(3) Conduct interagency coordination activities, IAW ER 500-1-1 para  

(4) Conduct and develop an exercise program, IAW ER 500-1-1 para 3-4?  

(5) Develop, maintain, and update the following documents (many apply only to certain div/dist/lab/other FOA):

   (a) Detailed operational plans tailored to local conditions, IAW ER 500-1-1 para 3-3 and Chap 4?  

   (b) Levee Rehabilitation and Inspection Procedures under PL 84-99, IAW ER 500-1-1 chap 5 and App I?  

   (c) Advance Measures SOP?  

b. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives and requirements for following activities under Activities in Support of Others Code 910-120?

(1) Conduct and develop training and participate in other Federal, and state agency training, IAW ER 500-1-1 para 3-4?  

(2) Conduct and develop an exercise program and participate in other Federal and state agency exercises, to include tech hazard exercises, and IAW ER 500-1-1 para 3-4?  

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ER 500-1-21
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(3) Conduct interagency coordination activities IAW ER 500-1-1 Various chapters?__ __ __

(4) Develop, maintain, and update the following documents:

(a) Provision of Disaster Relief under AR 500-60, IAW ER 500-1-1 Chap 2? __ __ __

(b) Hazard Mitigation Team Procedures, IAW ER 500-1-1 Chap 8? __ __ __

(c) Regional Response Team SOP, IAW ER 500-1-1 Chap 13? __ __ __

(d) Oil and Hazardous substance spills plan, IAW ER 500-1-1 Chap 13? __ __ __

c. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives and requirements for the following activities under Facilities Code 910-150?__ __ __

(1) Operate and maintain on EOC, IAW ER 500-1-1 Appendix E? __ __ __

(2) Develop, maintain, and update an EOC SOP? __ __ __

(3) Conduct and develop EOC training, IAW ER 500-1-1 para 3-4? __ __ __

d. Does the HQUSACE current year approved program support div/dist/lab/other FOA objectives and requirements for the following O&M Gen activities:

(1) Develop, maintain and update dam emergency action plans, IAW ER 1130-2-419 and ER 1130-2-417? __ __ __

(2) Develop, maintain and update procedures for emergency removal of obstacles and obstructions from navigable waters of the U.S., IAW ER 1145-2-305? __ __ __

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e. Have full time equivalent work years been dedicated throughout all div/dist/lab/other FOA offices responsible for accomplishing the identified work load for natural disaster and technological hazard planning, response and recovery operations?  

f. Are all authorized personnel spaces for the disaster preparedness program filled in the Emergency Management Branch? 

Numerical Readiness = Sum (RQP) / Sum (AV) = ____/____ = ___.

RESOURCES: Adjectival Readiness = __________
B-2. PERSONNEL AND TRAINING.

   a. Does div/dist/lab/other FOA have sufficient trained and qualified personnel to perform immediate response activities within the div/dist/lab/other FOA organizational boundaries? [ ] [ ] [ ]

   b. Are procedures in place to immediately augment personnel to respond to emergencies? [ ] [ ] [ ]

   c. Does div/dist/lab/other FOA have an established disaster preparedness training program, IAW ER 500-1-1 para 3-4? [ ] [ ] [ ]

   d. Does training include instruction in the following areas, IAW ER 500-1-1 para 3-4 and 3-5:

   (1) Damage Survey Report Preparation? [ ] [ ] [ ]

   (2) Disaster Field Operations? [ ] [ ] [ ]

   (3) Emergency Procurement Procedures? [ ] [ ] [ ]

   (4) EOC Operations? [ ] [ ] [ ]

   (5) Field Investigation Procedures? [ ] [ ] [ ]

   (6) Flood Emergency Operations Techniques and Procedures? [ ] [ ] [ ]

   (7) Hazard Mitigation Team Procedures? [ ] [ ] [ ]

   (8) Inspection of Non-Federal Flood Control Work? [ ] [ ] [ ]

   (9) Rehabilitation Report Preparation? [ ] [ ] [ ]

   (10) Advanced Measures Procedures? [ ] [ ] [ ]

   e. Are personnel that attend training courses satisfactorily performing these skills during actual emergency operations or exercises? [ ] [ ] [ ]

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\[
\text{Numerical Readiness} = \frac{\text{Sum(RQP)}}{\text{Sum(AV)}} = \frac{\text{Sum(RQP)}}{\text{Sum(AV)}} = \text{______}
\]

PERSONNEL AND TRAINING: Adjectival Readiness = __________
B-3. LOGISTICS.

   a. Does div/dist have a permanently
designated EOC IAW ER 500-1-1 Appendix E? _ _ ___
   
   b. Does div/dist have ADP equipment to
support the emergency needs of the command? _ _ ___
   
   c. Does div/dist have communication
equipment to support the emergency needs of
the command and essential management cell,
IAW ER 500-1-1 para E-3? _ _ ___
   
   d. does div/dist/lab/FOA have emergency
supplies and equipment needed IAW ER 500-1-1
para 3-6? _ _ ___

   Sum (AV)   Sum (RQP)

   Numerical Readiness = Sum(RQP) / Sum (AV) = __/ ___ = ___
   
   LOGISTICS: Adjectival Readiness = __________
B-4. PLANS AND MANUALS.

   a. Does div/dist have the following documents developed and updated (many apply only to certain div/dist; some documents may be an annex or supplement to an existing plan):

(1) Earthquake Response Plan, IAW ER 500-1-1 para 3-3? _ _ __

(2) Emergency Water Supplies and Drought Assistance Plan, Annex or SOP IAW ER 500-1-1 para 3-3? _ _ __

(3) EOC SOP, IAW ER 500-1-1 para 2-4? _ _ __

(4) Flood Response Plan, Annex or SOP IAW ER 500-1-1 para 3-3? _ _ __

(5) Hazard Mitigation Team Procedures, IAW ER 500-1-1 Chap 8? _ _ __

(6) Hurricane Preparedness Plan, Annex or SOP IAW ER 500-1-1 para 3-3? _ _ __

(7) Ice Jam Removal Procedures, IAW ER 500-1-1 para 3-3? _ _ __

(8) Disaster Relief Procedures under AR 500-60, IAW ER 500-1-1 Chap 2? _ _ __

(9) Tsunami Evacuation Plan, Annex or SOP IAW ER 500-1-1 para 3-3? _ _ __

(10) Volcanic Eruption Response Plan, Annex or SOP IAW ER 500-1-1 para 3-3? _ _ __

(11) Rehabilitation Procedures under PL 84-99, IAW ER 500-1-1 Chap 5? _ _ __

(12) Regional Response Team SOP, IAW ER 500-1-1 Chap 13? _ _ __

(13) Dam Emergency Action Plan, IAW ER 1130-2-419 and ER 1130-2-417? _ _ __

(14) Oil and Hazardous Substance Spill Plan, IAW ER 500-1-1 Chap 13? _ _ __

   page subtotal ___      ___

   (AV)    (RQP)
(15) Procedures for emergency removal of obstacles and obstructions from navigable waters of the U.S. IAW ER 1145-2-305?

b. Have these plans procedures been furnished to all offices within the div/dist which require the guidance to accomplish their missions in support of disaster preparedness and technological hazard preparedness, response and recovery?

c. Does div/dist have a current list of vendors and contractors for use in emergency procurement of items and services needed during all applicable types of emergencies?

 Numerical Readiness = Sum (RQP)/ Sum (AV) = __/___ = ___.

PLANS AND MANUALS: Adjectival Readiness = __________
B-5. EXERCISES.

   a. Level of participation in the last natural disaster/emergency operations activity or natural disaster exercise at the division and/or district level within the last year?  

   b. Level of div/dist participation in the last technological hazard response activity in which the on site coordinator (OSC) requested Corps assistance?  

   c. Level of div/dist participation in the last technological hazard exercise sponsored by:

      (1) FEMA?  
      (2) EPA?  
      (3) Coast Guard?  

   d. Were the following items/actions tested within the last year by response to a natural disaster/emergency operations activity or natural disaster; IAW COREX, COREM, and ER 500-1-1:

      (1) Earthquake response plan?  
      (2) Emergency water supplies and drought assistance plan?  
      (3) EOC SOP?  
      (4) Flood Response Plan?  
      (5) Hurricane Preparedness Plan?  
      (6) Ice Jam Removal Procedures?  
      (7) Disaster Relief Procedures?  
      (8) Tsunami Evacuation Plan?  
      (9) Volcanic Eruption Response Plan?  
      (10) Rehabilitation Procedures Under PL 84-99?  
      (11) Abundance Measures Procedures?  

   page subtotal ___      ___  

   (AV)     (RQP)
e. Have the following actions/items been tested through response to a technological hazard or a technological hazards exercise within the last two years:

(1) Regional Response Team SOP? _ _ __
(2) Dam Emergency Action plan? _ _ __
(3) Oil and Hazardous substance spill plan? _ _ __
(4) Procedures for emergency removal of obstacles and obstructions from navigable waters of the U.S.? _ _ __

f. Has a corrective action program (CAP) been initiated to correct observed deficiencies IAW CECAP? _ _ __

g. Are outstanding CAP monitored to determine current status? _ _ __

h. Are other Federal, state and local emergency service agencies invited (where scenario requires their involvement) to participate in exercise? _ _ __

\[
\text{Numerical Readiness} = \frac{\text{Sum (RQP)}}{\text{Sum (AV)}} = \frac{\text{Sum (AV)}}{\text{Sum (RQP)}}
\]

EXERCISES: Adjectival Readiness = __________
B-6. INTERAGENCY COORDINATION.

a. Federal Agencies:

Does the division meet and coordinate emergency plans with the following agencies or their regional office:

(1) CONUSA?  
(2) National Oceanographic Atmospheric Administration (NOAA)?  
(3) DOT - Federal Highway Administration (FHWA)?  
(4) Environmental Protection Agency (EPA)?  
(5) FEMA Region(s)?  
(6) Tennessee Valley Authority (TVA)?  
(7) USDA - Soil Conservation Service (SCS)?

b. State Agencies.

(1) Does the district meet annually and coordinate emergency plans with the following agencies:

(a) Local Civil Defense?  
(b) Local Red Cross Chapter. IAW AR 500-60?  
(c) State Highway Administration?  
(d) State/Local Law Enforcement Agencies?  
(e) State Public Health Services?  
(f) State OES?

(2) Has district met with the following professional societies:

(a) Association of General Contractors?
(b) Association of State Flood Plain Managers? _ _ _

(c) Society of American Military Engineers? _ _ _

c. Have div/dist met and coordinated emergency plans with adjacent div/dist in the past year? _ _ _

\[
\text{Numerical Readiness} = \frac{\text{Sum (RQP)}}{\text{Sum (AV)}} = \frac{\text{Sum (AV)}}{\text{Sum (RQP)}}
\]

INTERAGENCY COORDINATION: Adjectival Readiness = __________
C-1. Readiness Matrix.

Readiness Program Area,  
NATIONAL EMERGENCY PREPAREDNESS PROGRAM

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<thead>
<tr>
<th>Functional Category</th>
<th>AV</th>
<th>RQP</th>
<th>NR</th>
<th>AR</th>
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</tbody>
</table>

Legend:
AV Sum of Applicability Values (see paragraph 7a, 7b, and figures 1 and 3)
RQP Sum of Readiness Quality Points (see figure 3)
NR Numerical Readiness (see paragraph 7d and figures 3 and 4)
AR Adjectival Readiness (see figure 4)
C-2. Readiness Matrix.

**Readiness Program Area,**
**DISASTER PREPAREDNESS PROGRAM**

<table>
<thead>
<tr>
<th>Functional Category</th>
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## U.S. Army Corps of Engineers
### Readiness Evaluation System

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**Commander's Comments**

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<tr>
<th>Division/District</th>
<th>Period Ending</th>
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**Readiness Program Area:**

**Common Functional Category:**

**Commander's Comments:**

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**Commander** *(Typed name and title)*

**Signature**

**Date**

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*Eng Form 4889 R. Sep 87* *(Proposed: CECW-DE)*

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