From:	Adams, Mikeal
To:	Taylor, Maren
Cc:	R5EOC; Jaster, Michelle; Buchholz, Ken; Ruiz, Adam; Webster, Susan; Borries, Samuel; El-Zein, Jason; R6HarveyLSC; R6HarveyInfo
Subject:	RE: Maren Taylor Moblization - R6H1HarveyResponse
Date:	Wednesday, September 6, 2017 3:06:31 PM
Attachments:	Hurricane Harvey Mobilization Plan 090517-2.docx

Here is the fresh off the press mobilization packet.

Thanks,
Mike Adams
Hurricane Harvey Response Team
REOC Dallas
214-665-6711

From: Adams, Mikeal
Sent: Tuesday, September 05, 2017 6:06 PM
To: Taylor, Maren <taylor.maren@epa.gov>
Cc: R5EOC <R5EOC@epa.gov>; Jaster, Michelle <jaster.michelle@epa.gov>; Buchholz, Ken <Buchholz.Kenneth@epa.gov>; Ruiz, Adam <Ruiz.Adam@epa.gov>; Webster, Susan <webster.susan@epa.gov>; Borries, Samuel <borries.samuel@epa.gov>; El-Zein, Jason <el-zein.jason@epa.gov>; R6HarveyLSC <R6HarveyLSC@epa.gov>; R6HarveyInfo <R6HarveyInfo@epa.gov>
Subject: Maren Taylor Moblization - R6H1HarveyResponse

Maren Taylor –

On August 25th, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Houston, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive at 9:00 am, on 9/5/2017. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If you are unable to check-in during this time frame, you must contact Region 6 at R6HarveyLSC@epa.gov. If you have questions about the deployment, please contact the Logistics Section Chief (LSC) at R6HarveryLSC@epa.gov.

Position/assignment and Asset Tracker Number: 36220

Command Post: Bravo Branch – 13411 Hillard Road, Houston, TX 77034

Arrival Date: 9/7/2017

Demo Date: 9/22/2017

POC at Command Post: Warren Zehner

Lodging: Club Quarters, 720 Fannin Street, Houston, TX 77002

Mode of Transportation: You are responsible for your own air travel reservations and rental car reservations. REOC Logistics has secured your Hotel.

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

1. **Prepare Travel Authorization (TA) per your regional process. Include your Asset Tracker number in TA comments. Apply below accounting code to TA and route through regional process for approval and authorization.**
2. **Ensure work schedule in People Plus is recorded as regular 8 hour day.**
3. **Overtime request form:**
   a. **Outside Region 6 - Complete overtime, include your Asset Tracker number and obtain Regional Manager approval. Upon returning to your region from response, complete approved overtime form and pdf copy to R6HarveyREOC_FCS@epa.gov mail box. Include "overtime request" in the subject line.**
   b. **Region 6 employees, overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from response, complete approved overtime form and pdf copy to R6HarveyREOC_FCS@epa.gov mail box. Include "overtime request" in the subject line.**
4. **UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT 214-665-9704.**

TA Accounting Code:

DCN: RP7
Budget FY: 2016/17
Fund: BR
Org Code: 06L0X13
PRC: 303DC6
Site: H001

Mike Adams
Hurricane Harvey Response Team
REOC Dallas
214-665-6711