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Headquarters, United States Army Forces Command
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FORSCOM Regulation 140-12

U.S. Army Reserve
ARMY EMERGENCY PREPAREDNESS LIAISON OFFICER (EPLO) PROGRAM

History. This is a revision of Forces Command (FORSCOM) Regulation 140-12, dated 1 April 2001.

Summary. This regulation provides policy, responsibilities, and implementation guidance for the Army Emergency Preparedness Liaison Officer (EPLO) program. It establishes policy and procedures concerning the selection, assignment, responsibilities, operational control, and administration of the US Army Reserve (USAR) personnel supporting the (EPLO) program.

Applicability. This regulation applies to the Active Component (AC), Army National Guard (ARNG), and US Army Reserve (USAR), less Special Operations Forces (SOF). The ARNG and USAR are collectively referred to as the Reserve Component (RC).

Supplementation. Supplementation is permitted with approval from Commander, FORSCOM, (AFOP-HS), 1777 Hardee Avenue SW, Fort McPherson Georgia 30330-1062. Supplements to this regulation will not supersede, change, rescind, or duplicate higher level command policy. When an addition, change, or deletion is needed, recommended changes to this regulation will be submitted.

Changes. Changes to this regulation are not official unless they are authenticated by the Deputy Chief of Staff, G-6, FORSCOM. Users will destroy changes on their expiration date unless superseded or rescinded.

Suggested improvements. The proponent for this regulation is the G-3/5/7, Forces Command (FORSCOM). Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, FORSCOM, 1777 Hardee Avenue SW, (AFOP-HS), Fort McPherson, Georgia 30330-1062.

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HQDA (DAMO)-ODS; NGB; TRADOC; MEDCOM, AMC; First US Army; Fifth US Army; MDW; USARPAC; HQ USARC; HQ FORSCOM (AFCI-A) (record copy).

* This regulation supersedes FORSCOM Regulation 140-12 dated 1 April 2001.

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Chapter 1

General

1-1. Purpose

This regulation promulgates and expands on the DOD policy for Emergency Preparedness Liaison Officers (EPLO) as outlined in DOD Directive 3025.16, Military Emergency Preparedness Liaison Officer (EPLO) Program. This regulation prescribes policy and procedures to enhance the performance of Army EPLOs in the newly defined mission of Homeland Security, which includes the three components of Homeland Defense, Civil Support, and Emergency Preparedness. The EPLOs are the lead element in planning for and providing DOD support to domestic emergencies as directed by Secretary of Defense.

1-2. References

Required and related publications are listed in **Appendix A**.

1-3. Explanation of Abbreviations and Terms

Special abbreviations and terms used in this regulation are explained in the **Glossary**.

Chapter 2

Responsibilities

2-1. Assistant Secretary of Defense for Homeland Defense (ASD-HD)

The Executive Agent authority previously assigned to Secretary of the Army for military support to civil authority is now assigned to ASD (HD). The ASD (HD) will:

- a. Assist the Secretary of Defense in providing policy guidance.
- b. Analyze and submit recommendations to the Secretary of Defense on Mission Assignments (MA) from Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), or other Lead Federal Agencies (LFA).
- c. Represent the Department of Defense on all related Homeland Defense matters with designated LFA.
- d. Oversee Homeland Defense activities.
- e. Support civil authorities, emergency preparedness, and domestic crisis management matters.

2-2. Assistant Secretary of Defense for Reserve Affairs (ASD (RA))

The ASD (RA), in accordance with DOD Directive 3025.16, shall:

- a. Establish policy and program guidance for the management of the Military Departments' EPLO programs on behalf of the Secretary of Defense.

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- b. Exercise policy and program oversight over Military Department EPLO programs, particularly as it relates to readiness, equipping, training, and exercises.
- c. Provide specific guidance to the Military Departments for the conduct of biennial manpower authorization requirements reviews and EPLO program assessments.

2-3. Joint Director of Military Support (JDOMS)

The JDOMS, as part of the Joint Staff, supports the ASD (HD) in planning, coordinating, and execution of military support to civil authorities in response to domestic emergencies and declared disasters. The JDOMS prepares warning and execution orders for the Secretary of Defense under the direction of the ASD (HD).

2-4. Headquarters, Department of the Army (HQDA) Deputy Chief of Staff for Operations and Plans (G-3)

The HQDA has overall responsibility and establishes policy for the Army's EPLO Program.

- a. Coordinates with ASD (RA) on policy and programming for the Army EPLO program.
- b. Establishes and maintains a DOD EPLO training course.
- c. Oversees and supports the Army EPLO resource requirements.

2-5. Commander, United States Army Forces Command (FORSCOM)

The Commander, FORSCOM:

- a. Exercises responsibility as the Army "single manager", in accordance with DODD 3025.16, through the Deputy, Homeland Security Division, G-3/5/7.
- b. Implements the EPLO program guidance within Army policy
- c. Maintains and manages the DOD EPLO training course (known as the DOD Emergency Preparedness Course (DODEPC)) for HQDA and DOD.
- d. Provides planning, training, and operational guidance through First US Army and Fifth US Army for Army EPLO personnel.
- e. Monitors the Army Program Objective Memorandum and ensures that Army EPLO resources are clearly identified and given appropriate priority.
- f. Provides communications connectivity planning and automation support for configuration management, e-mail accounts, training, automation security and computer maintenance.
- g. Ensures that EPLO program management is in accordance with applicable DOD directives, policies, plans, and regulations.

2-6. Commanders, Major Army Commands (MACOM)

MACOM commanders will ensure EPLOs have access to installation commanders and staffs for emergency preparedness coordination and training and will provide, where possible, high speed access to the National Internet Protocol Network (NIPRNET) for EPLOs located on their installations.

2-7. Director, Installation Management Agency (IMA)

Director, IMA will:

- a. Ensure Region Directors and Garrison Commanders allow the EPLO access to staff for emergency preparedness coordination and planning.
- b. Support MACOM and Senior Mission Commanders with unclassified and classified networks.
- c. Provide information to EPLOs concerning Garrison organization, resources, capabilities, plans, policies and procedures

2-8. Commanders, Continental United States Armies (CONUSA)

First and Fifth US Army commanders exercise operational control (OPCON) over Army EPLO personnel for regional military operations and joint training and will:

- a. Designate a single point of contact and coordinator of the EPLO program within the CONUSA.
- b. Establish EPLO program management in accordance with applicable directives, policies, plans, and regulations.
- c. Coordinate with the USARC for recruitment actions to permit Regional Readiness Commands (RRCs) to advertise Colonel EPLO position vacancies 240 days before completion of the incumbent EPLO's tour of duty.

d. Establish a training program for EPLO personnel. The EPLO training program is described in sample copy FORSCOM Form 1063-R, Emergency Preparedness Liaison Officer Qualification Program Record, **Appendix B** and will be enhanced by on-the-job training. Liaison personnel may perform such duties as participation in revision of contingency plans, staff visits to Regional Readiness Command (RRC) headquarters and Active Component (AC) installations, visits to Training Support Brigades (TSB), and attendance at seminars, conferences, and training workshops conducted by the Federal Emergency Management Agency (FEMA) and state or local emergency management agencies.

e. Provide information to the EPLOs concerning First or Fifth US Army organization, resources, capabilities, plans, policies, and procedures.

f. Request suitable office/work space and supplies for each EPLO and ensure that office space provides access to NIPRNET is available, to the maximum extent possible.

g. Coordinate EPLO participation in disaster relief operations.

h. Assign missions to EPLOs and approve Annual Training (AT) program for EPLOs.

i. Establish the rating scheme for EPLOs.

j. Coordinate the selection, continuation, and tour termination of EPLO personnel with the United States Army Reserve Command (USARC) within regulatory guidance.

k. Coordinate with EPLOs and RRCs to ensure completion of individual EPLO administrative requirements such as physical exams and the Army Physical Fitness Test (APFT).

l. Approve military awards for EPLOs or forward to appropriate authority for approval.

m. Develop and publish supplemental instructions to this regulation, if required.

2-9. Commander, United States Army Reserve Command (USARC)

The USARC provides ADCON of USAR EPLO personnel, as coordinated with FORSCOM, First US Army, and Fifth US Army and will:

a. Implement the administrative requirements of this regulation and the other related Department of the Army regulations as relates to the Army EPLO Program.

b. Act as approving authority for EPLO selections, tour extensions, and removal, if required.

c. Delegate all other personnel and administrative responsibilities for EPLOs to the appropriate RRCs.

d. Ensure that the EPLOs receive proper resources.

e. Budget and fund for routine annual training and, in addition, program for an addition fifteen days annually for attendance at special EPLO planning, training, and exercise events.

2-10. Commanders, Regional Readiness Commands (RRCs)

The RRCs are responsible for administrative actions pertaining to EPLO personnel assigned to them. All actions are executed through the Civil/Military Projects Officer (CMPO) assigned to each RRC. All CMPOs will:

a. Coordinate with First and Fifth US Army EPLO Program Managers for EPLO operational requirements pertaining to Annual Training (AT), Active Duty for Training (ADT) and Active Duty for Special Work (ADSW). USARC should provide funding for minimum of 14 days Annual Training per EPLO and in addition provide funds for an additional 15 days per EPLO. All unfunded requirements will be considered by RRC Working Program Budget Advisory Committee for funding.

b. Maintain Local Files (formerly known as Military Personnel Records Jacket (MPRJ)).

c. Process all personnel, pay, and administrative requirements to include security clearances, publication of orders, pay documents, physical exams, Army Physical Fitness Test (APFT), and Officer Evaluation Report/Non-Commissioned Officer Evaluation Report (OER/NCOER) reporting system administrative documents.

d. Conduct selection boards for all Colonel EPLO positions within the region. Monitor the selection of all Lieutenant Colonel and below EPLO positions.

e. Monitor the installation of required software updates on the EPLO laptop computers assigned to the RRC. Reports of compliance, by computer, are required on a monthly basis. The CMPO is responsible for maintaining all unassigned computers for those positions that are vacant.

2-11. The Adjutants General (TAGs)

The TAGs will provide office space and general administrative support for EPLOs assigned to their state during drills and operations, as appropriate. Consideration will be given to providing NIPRNET access to EPLO personnel supporting their state/territory within constraints provided by the state J-6 and without

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changing network domain membership. At a minimum, an analog telephone line will be provided for EPLO laptop computer modem use.

2-12. All EPLOs

Army EPLOs should be considered essential for civil emergency planning and coordination, and may be activated on order of the DOD Executive Agent, or as early as necessary by FORSCOM, or the Army Regional Planning Agent, to ensure an effective DOD response. Once activated, Army EPLOs will serve as the Army Planning Agent's representative for assisting in or leading the development of the DOD response force. Army EPLOs will be expected to expeditiously report for duty, upon verbal orders of FORSCOM or the Army Regional Planning Agent, and begin to function without delay, orientation, or additional training. Army EPLO positions are authorized in each State and Federal Region, as shown in **Figure 1**. All Army EPLOs will:

- a. Maintain qualification for assignment through applicable correspondence course study, individual physical fitness programs, and the use of home study material provided by the CONUSA.
- b. Request orders to attend the DOD Emergency Preparedness Course (DODEPC) through the CONUSA immediately upon quota availability.
- c. Complete the EPLO qualification programs outlined in **Appendix B**. Prepare and submit budget requests.
- d. Prepare and submit training plans to CONUSA.
- e. Maintain the Department of Defense Resources Data Base (DODRDB) by providing updates to CONUSA and FORSCOM DODRDB Managers.
- f. Maintain and be proficient in use of the EPLO laptop computer.

State EPLOs	Grade	Per State	Total
State EPLO	O-6	1*	59
Asst State EPLO	O-5	1**	12
Admin NCO	E-7	1***	56
			127

Regional EPLOs	Grade	Per Region	Total
Principal REPLO	O-6	1****	11
Asst REPLO	O-5	1****	11
Operations Officer	O-5	1****	11
Logistics Officer	O-4	1	10
Comm Officer	O-4	1	10
Operations NCO	E-8	1****	11
			64

* State EPLOs authorized one for each of the 48 continental states, with additional EPLOs for Alaska (2), American Samoa (1), California (1), District of Columbia (1), Guam (1), Hawaii (1), Puerto Rico (1), and US Virgin Islands (1)

** Asst EPLOs authorized for Alabama (1), California (2), Florida (1), Georgia (1), Illinois (1), Indiana (1), Mississippi (1), New York (1), Texas (1), VA (1), and WA (1)

*** Admin NCO authorized one for each of the 48 continental states, with additional NCOs for American Samoa (1), Alaska (2), California (1), District of Columbia (1), Guam (1), Hawaii (1), Puerto Rico (1), and Virgin Islands (1)

**** Hawaii is included as a region with one authorization per position indicated.

Figure 1. Total Authorized Army EPLO Positions (including Alaska, American Samoa, Guam, Hawaii, Puerto Rico, and US Virgin Islands)

2-13. Principal Regional EPLO

The Principal Regional EPLO, in addition to the duties of the Regional Emergency Preparedness Liaison Officer (REPLO), will:

- a. Ensure that, in coordination with the Defense Coordinating Officer (DCO), that the DOD objectives for tasked and implied missions are achieved.
 - (1) Provide guidance to the Regional EPLO team in consonance with the DOD regional planning agent.
 - (2) Coordinate drills, annual training, exercises, and meetings of the regional EPLOs.
 - (3) Develop annual exercise and training plans supporting CONUSA, FORSCOM, and USNORTHCOM training and exercises.
 - (4) Ensure equipment and working space are provided for the REPLO team.
 - (5) Identify team requirements to the Army Regional Planning Agent (RPA) requiring funding by the Services.
 - (6) When activated, ensure proper team placement into the Federal Response System.
 - (7) Request additional personnel with functional experience to supplement the Regional EPLO team when operational requirements dictate.
 - (8) Monitor the installation of required software updates on the EPLO laptop computers assigned to the Regional EPLO Team.
 - (9) Ensure that team members are proficient in use of assigned EPLO laptop computers and the DODRDB.
- b. Submit reports to the DOD RPA (CONUSA) to include:
 - (1) CCIR
 - (2) Situation reports
 - (3) After Action Reports (AAR)
 - (4) Operation Report of Lessons Learned (ORLL)
 - (5) Significant activities
 - (6) Information on the effects of any resource shortfall on military operations.
- c. Ensure requests from the civil sector for domestic emergency support are validated and coordinate the allocation of DOD resources when authorized by the Army Regional Planning Agent.
- d. Ensure that the Regional data in DODRDB is properly maintained and kept current with updates provided to the CONUSA/FORSCOM DODRDB managers.
- e. Ensure appropriate recognition and priority are given to military requests for civil and private assistance and resources.
 - (1) Submit DOD requests to the appropriate regional entity.
 - (2) Advocate military needs.
 - (3) Track and report status of requests.
 - (4) Elevate conflict or impediments to the appropriate resolution authority.
- f. Designate alternate principal regional EPLO from Service Regional EPLOs.

2-14. Regional EPLO

Regional EPLOs provide DOD and Army liaison with Federal regional organizations and agencies; facilitate planning, coordination, and training for military support to civil authorities and national security emergency preparedness; advise federal agencies and organizations on DOD and Army capabilities and resources; advocate mutual support required by DOD; and, on order, augment DOD response to domestic emergency operations. Regional EPLOs will:

- a. Serve as the federal military liaison of the Army RPA (CONUSA) to the Federal Region and as Army representative on the DOD Regional EPLO Team.
 - (1) Advise Regional Federal Agency representatives on Army policies, procedures, and mission requirements affecting domestic emergency support responsibilities.
 - (2) Represent Army RPA (CONUSA) on matters pertaining to support of civil authorities, including participation at joint/civil meetings, conferences, training events, and activities, including Regional Interagency Steering Committee (RISC), Regional Operations Center (ROC), and Emergency Response Team (ERT).
 - (3) Advise on Army capabilities, limitations, and priorities for rendering Defense Support of Civil authorities, to include the identification of hazards and development of controls as part of the Army risk management process.
 - (4) Coordinate planning and operations involving Army resources.
 - (5) Assist in the development of regional plans involving Army activities.
 - (6) Coordinate activities with other Army EPLOs in the region.

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- (7) Advise Army RPA and DOD regional planning agent (CONUSA) of potential or actual requirements for supporting domestic emergency operations (requirements worked with Defense Coordinating Officer during actual operations may not require this notification).
- (8) Coordinate with State and Regional EPLOs for exercises and operations.
- (9) Establish and maintain contact with Federal Agencies within the Region.
- (10) Monitor the installation of required software updates on the EPLO laptop computers assigned to the Regional EPLO Team.
- (11) Ensure that team members are proficient in use of assigned EPLO laptop computers and the DODRDB.
 - b. Provide liaison and coordination with the states (through The Adjutant General (TAG)/Joint State Headquarters (JSHQ) and the DCO/DCE, as directed by the Army RPA (CONUSA).
 - (1) Provide liaison for the DOD RPA (CONUSA) at the regional operations center and brief DCO as Disaster Field Office (DFO) is established.
 - (2) Conduct coordination visits.
 - c. Be prepared to augment the DCO/DCE in the DFO, if required.
 - d. Know the organizations, missions, and functions of the DOD Components represented.
 - (1) Understand Army resources capable of providing anticipated support.
 - (2) Identify Army organizations located in the region.
 - (3) Understand process for requesting Army assets to support domestic emergencies. Be familiar with the mission, organization, and domestic emergency plans of federal agencies in the region and the general capabilities and priorities for DOD support required within the federal region.
 - e. Be familiar with the mission, organization, and domestic emergency plans of Federal agencies in the region. Know the general capabilities and priorities for DOD support within the region.
 - (1) Understand state requirements for DOD support during emergency operations within the region.
 - (2) Identify federal organizations, private volunteer organizations, and key individuals.
 - f. Conduct and/or participate in national, regional, and state training and exercises, as directed by the Army RPA (CONUSA).
 - g. Be familiar with the DOD responsibilities in national, federal regional, unified combatant command, and Army domestic emergency plans.
 - (1) Review operational concepts, plans, directives, and procedures developed by DOD, Unified Combatant Command, IMA, FORSCOM, and Army RPA (CONUSA) supporting domestic emergencies, as designated by the Army RPA.
 - (2) Know National Security Emergency Preparedness (NSEP) plans.
 - h. Be familiar with individual Army or agency evolving information systems for regional resources supporting emergency planning.
 - (1) Maintain a current copy of the Department of Defense Resources Database (DODRDB) and provide points of contacts updates to the Army RPA.
 - (2) Establish access to the Corps of Engineers planning information.
 - (3) Determine Critical Infrastructure to be protected within the region.
 - (4) Establish access to the FEMA Information Systems.
 - i. Advise Principal and Regional Planning Agents (FORSCOM and CONUSA) of significant domestic emergency preparedness activities and regional requirements for military participation in regional meetings and exercises.
 - j. Participate in planning and execution of Regional Response Plan (RRP), National Response Plan (NRP), and NSEP activities.
 - k. Perform NSEP missions, as assigned.
 - l. Perform other duties as assigned by the Army RPA.

2-15. State EPLOs

The Army's State EPLOs provide representation and liaison to the military and civil authorities within the state, commonwealth, US possessions and other eligible jurisdictions; facilitate planning, coordination, and training for domestic emergencies and national security emergency preparedness; advise on DOD and Army capabilities and resources; advocate mutual civil-military support; and, on order, facilitate DOD response to domestic emergency operations. State EPLOs will:

- a. Serve as the Army Component liaison to The Adjutant General (TAG) and Joint State Headquarters (JSHQ).

- (1) Advise supported headquarters on Army policies, procedures, and mission requirements affecting domestic emergency support responsibilities.
- (2) Represent Army RPA (CONUSA) on matters pertaining to Defense Support of Civil authorities.
- (3) Advise supported headquarters (TAG and STARC) on Army capabilities, limitations, priorities, for rendering Defense Support to civil authorities, to include the identification of hazards and development of controls as part of the Army risk management process.
- (4) Advise Army RPA (CONUSA) of requests for support.
- (5) Coordinate planning and operations involving Army resources supporting domestic emergency operations.
- (6) Assist in the development of STARC plans involving Army activities.
- (7) Install and maintain required software updates on the EPLO laptop computers assigned to the State EPLO Team.
- (8) Ensure that State EPLO team members are proficient in use of assigned EPLO laptop computers and the DODRDB.
 - b. Coordinate activities with other Army EPLOs in the region.
 - c. Serve as the federal military liaison of the Army RPA (CONUSA) to those state authorities responsible for planning, coordinating, and executing the domestic emergency plans for all hazards.
 - (1) Represent the Army RPA (CONUSA) at joint/civil meetings or conferences for domestic emergency response.
 - (2) Represent Army RPA (CONUSA) on matters pertaining to federal Defense Support of civil authorities.
 - (3) Advise state/local agencies on Army capabilities, limitations, and priorities for rendering support to civil authorities.
 - (4) Advise Army RPA (CONUSA) of potential or actual requirements for supporting domestic emergency operations (requirements during actual operations may not require this notification).
 - (5) Coordinate planning and operations involving Army resources supporting domestic emergency operations.
 - (6) Brief civil and military authorities on Army involvement during domestic emergency operations, as directed.
 - d. Advise the pre-designated DCO on other Service's capabilities and policies.
 - e. Participate in domestic emergency operations as directed by the Army RPA (CONUSA).
 - f. Know the organizations, missions, and functions of the Service Component represented.
 - (1) Understand Army resources capable of providing anticipated support.
 - (2) Identify Army organizations located in the State.
 - (3) Understand process for requesting Army assets to support domestic emergencies.
 - g. Be familiar with the mission and organization of federal, state, and local agencies involved in domestic emergency operations.
 - (1) Know the general capabilities and priorities for DOD support available within the state.
 - (2) Know the state emergency plan(s) and applicable state laws.
 - (3) Identify state organizations and key individuals.
 - h. Participate in national, regional, and state domestic emergency exercises, as directed by the Army RPA (CONUSA).
 - i. Be familiar with the DOD responsibilities in national, federal regional, unified command, and Army domestic emergency plans.
 - (1) Review operational concepts, plans, directives, and procedures developed by DOD, Unified Command, IMA, FORSCOM, and Army RPA supporting domestic emergencies, as designated by the Army RPA (CONUSA).
 - (2) Be aware of Army installation capabilities as Base Support Installations.
 - (3) Determine from the (DOD Critical Infrastructure Database) the DOD Critical Assets within the state.
 - j. Provide updates for Army Installation Points of Contact to the DODRDB and highlight discrepancies in the DODRDB to the Army RPA (CONUSA) with copy furnished to FORSCOM (AFOP-HS).
 - k. Brief federal military installations in the state on emergency preparedness programs, processes, and responsibilities.
 - (1) Brief potential Base Support Installations on their roles and responsibilities, as directed.

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(2) Brief installations on proper coordination of requests for mutual support and immediate response authority.

- l. Assist the DCE in procuring, tracking, recovering, and returning Army assets previously deployed to a disaster.
- m. Submit reports to the Army RPA (CONUSA) with information copies to the Regional EPLO.
 - (1) Situation reports.
 - (2) Lessons learned.
 - (3) Significant activities.
- n. Perform other duties as assigned by the Army RPA (CONUSA).
- o. Coordinate drills, annual training, exercises, and meetings with the CONUSA and REPLO team.
- p. Perform other Homeland Security tasks as directed by CONUSA.

Chapter 3

Qualification, Selection, and Administration

3-1. Overview

The EPLO Program establishes liaison officers and support personnel in each state, federal region, and at selected military headquarters to coordinate mutual DOD support for national security emergency preparedness, response to natural or man-made disasters, and other domestic emergencies.

3-2. EPLO Qualifications

The USAR officers considered for selection to a Colonel EPLO position must meet the following criteria:

- a. Have served a minimum of three of the past five years in a USAR Troop Program Unit (TPU).
- b. Be in the authorized EPLO grade or on a promotion list (not waivable for Colonel positions).
- c. Must agree to volunteer for duty during domestic emergencies and declared disasters.
- d. Have a minimum of three years remaining prior to mandatory removal date (MRD) at time of assignment.
- e. Must be resident of State or Region of assignment and within a reasonable commuting distance of the State or Region Headquarters (at the discretion of the selection authority -exceptions should be rare).
- f. Cannot be an employee of a State or Federal Emergency Management Agency, which would be subject to recall for domestic emergencies- civilian job must be compatible with EPLO responsibilities. Should a current EPLO program member accept a position with a State or Federal Emergency Management Agency, they should immediately apply for transfer out of the EPLO program.
- g. Have military operations, planning, or force development experience, or managerial expertise at the executive level demonstrated through education or experience.
- h. Meet the physical fitness and height/weight standards outlined in AR 350-15 and AR 600-9.
- i. Must possess the basic automation skills to use a notebook computer with standard office software and comply with DOD, Army, and FORSCOM policies on safeguarding government property and avoid improper usage and abuse.
- j. If a member of a TPU, have a written acknowledgment from the current commanding officer that the selectee can be released on the announced vacancy date.
- k. Maintain eligibility for appropriate security clearance. State EPLOs require a minimum of SECRET clearance based on a National Agency Check with Local Records and Credit Checks (NACLIC) conducted within the last 10 years. In the event a State EPLO requires access to Top Secret information, it will be accommodated via the one-time access provisions in DOD 5200.2-R/AR 380-67. If access is required beyond 90 days, individual must submit the requisite Personnel Security Investigation and be granted an Interim Top Secret clearance. Regional EPLOs require TOP SECRET clearance based on Single Scope Background Investigation (SSBI) conducted within the last 5 years. If any investigation (for Top Secret or Secret) results in the development of derogatory information and the subsequent revocation of clearance, the EPLO will be immediately reassigned.
 - l. Be familiar with the 5-step Army risk management process as outlined in FM 100-14.
 - m. The State EPLO Team Noncommissioned Officer (NCO) positions will be coded as "MOS immaterial" as long as they comply with para 3-2 (i) above.

3-3. EPLO Application, Selection, and Retention

- a. The USARC will publish EPLO application and selection procedures.
- b. The RRCs will announce position vacancies 240 days before the end of the incumbent's tour. The RRCs must inform the incumbent and the CONUSA prior to announcement.
- c. The RRC will convene a selection board not later than 150 days prior to the end of tour for Colonel positions. Board composition is determined by the RRC, but must include at least three members with the minimum grade of O-6. Recommended board composition may include the RRC Deputy Commanding General, as chair; the CONUSA G-3; Principal Regional EPLO; a National Guard Representative for State EPLO selections; Defense Coordinating Officer for the State, or other appropriate Colonel representatives. Colonel EPLOs may select personnel for Lieutenant Colonel EPLOs or below IAW published USARC application and selection procedures. The RRC will take immediate action to forward board results to the CONUSA within the required time frame.
- d. Within 10 working days following the RSC selection board, the RRC will forward applications of individuals selected for Colonel EPLO positions to the First or Fifth US Army EPLO Program Manager for the Commanding General's review. Within 10 working days of receipt, notification of First or Fifth US Army concurrence with the selection will be returned to the RRC for the appointment of the EPLO. Non-concurrence will be forwarded to the USARC for action.
- e. The USARC will ensure the selected individual's losing command publishes reassignment orders at least 60 days prior to the incumbent's end of tour to allow at least one drill period overlap with the incumbent.
- f. Army EPLO who relocate their residence outside their area of assignment should be replaced in the same manner outlined above for vacancies.
- g. Upon recommendation of rating officials, any Army EPLO who fails to perform satisfactorily or comply with DOD, Army, FORSCOM, or CONUSA policies may be relieved from office and replaced.
- h. Members of the EPLO program who volunteer or are mobilized for active duty for one year or longer will be immediately transferred out of the EPLO position and the position advertised for fill.

3-4. EPLO Assignment, Tour Duration, and Extensions

- a. If the applicant selected for the position is eligible for promotion, promotion will be accomplished concurrently with the assignment proceedings IAW AR 140-158, para 3-30.1 for enlisted soldiers and AR 135-155 for officers.
- b. Emergency Preparedness Liaison Officers selected for Colonel positions under the authority of paragraph 3-3 of this regulation will normally serve a minimum three-year tour of duty. The EPLO personnel may be released earlier at the discretion of the Commander, First or Fifth US Army. Extensions may be approved by the USARC Commander where exceptional circumstances demonstrate that the best interests of the US Army would be served. Requests for extension should be initiated by the individual and submitted through CONUSA and RRC to the USARC at least one year before the end of tour. Total tenure in a Colonel EPLO position will not exceed five years.

3-5. Evaluation Reports

- a. First and Fifth US Army will establish, publish, maintain, and furnish a copy of the EPLO rating scheme to the RRC and rated officers and NCOs.
- b. DA Form 67-8, US Army Officer Evaluation Report and DA Form 2166-7, Non-Commissioned Officer Evaluation Report (NCOER) will be prepared when required in accordance with AR 623-105 and AR 623-205. The OER and NCOER will be forwarded by the RRC through the rated officer and NCO to the rater and senior rater/reviewer. The established suspense dates must be met. The rated officer will complete the OER support form, make required entries on the OER, and forward both forms to the rater.
- c. Although many USAR colonels serving as EPLOs are senior by date of rank to their rater, paragraph 7-7a(2), AR 623-105 provides instructions to request an exception to the requirement that the rater be senior when a USAR field grade officer is rated by an active component officer of the same rank.
- d. Upon completion of the OER/NCOER, the senior rater/reviewer returns the OER/NCOER to the RRC and the OER support form to the rated officer. The RRC forwards the original to ARPERCEN and a copy to the rated officer.
- e. All EPLO program members will include the following two mandatory statements in OER/NCOER support forms:

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(1) All required software patches would be installed on assigned computer no later than 10 days after notification is published.

(2) Assigned computer equipment will be properly maintained and user accounts kept in an active status.

3-6. Insignia

Emergency Preparedness Liaison Officers are detailed General Staff with Troops. General Staff insignia and First or Fifth US Army shoulder patch and distinctive unit insignia will be worn. Enlisted personnel will also wear the First or Fifth U.S. Army shoulder patch and distinctive unit insignia.

3-7. Awards

CONUSAs are responsible for processing and approving awards for EPLOs under their operational control. Awards will be coordinated with the RRC maintaining the individual's records.

3-8. Pay and Budgeting

Request for orders, certification of drill attendance, and payroll procedures are as follows unless modified by the RRC of assignment:

a. The EPLOs coordinate with the First or Fifth Army EPLO Program Manager and submit a completed USARC Form 1058-R, "Application for ADT, ADSW and AT for Soldiers of the ARNG and USAR" or automated Request for Orders to the CONUSA EPLO Program Manager IAW CONUSA guidance not less than 30 days before the requested active duty date. The CONUSA forwards the request to the RRC CMPO for order publication. The RRC will mail the orders to the EPLO's home address and provide copies to the CONUSA EPLO Program Manager. If orders are not received at least 5 days before the duty, EPLOs shall contact the CMPO for follow-up action. No duty/travel for training is authorized without verbal or written orders issued by the RRC.

b. Inactive Duty Training (IDT) attendance will be reported using DA Form 1380, Record of Individual Performance of Reserve Duty Training. The completed form will be dated and authenticated by an appropriate representative and forwarded to the unit of attachment within 2 days of IDT period completion.

c. The EPLOs, in coordination with the First or Fifth US Army EPLO Program Managers and the RRC CMPO, will develop a budget request reflecting requirements for the EPLO program. Budget requests are prepared following the USARC budget guidance, and submitted as directed.

d. Unfinanced requirements identified during the budget year will be processed through normal resource management channels.

3-9. EPLO Files

a. The CONUSA EPLO Program Manager will maintain a working file for each EPLO, consisting of:

- (1) Biographical data/current photograph.
- (2) Assignment order.
- (3) Quarterly, AT/ADT/ADSW and special activities reports.
- (4) Copy of DA Form 6781, Officer Evaluation Report Support Form, current year, for each liaison officer.

b. All EPLO personnel will maintain the following at their duty station:

- (1) Copies of First or Fifth US Army unclassified contingency plans and regulations.
 - (2) A station list showing all active Army units located within the state/region. This listing should include points of contact at each activity.
 - (3) The DOD Resources Data Base (DODRDB).
 - (4) A listing of federal and state emergency management office Points of Contact (POCs) within the state/region.
 - (5) Documents listed as references to this regulation.
 - (6) Copies of reports for the most recent 12- month period.
 - (7) Briefing or information papers outlining: activities of the EPLO; problem areas being worked; military and emergency activities within the state/region; status of state contingency planning.
 - (8) Laptop computer, printer/modem.
 - (9) A copy of the current First or Fifth US Army staff directory.
- c. When vacating the position, items 1-9 and all files will be passed on to the EPLO's successor.

Chapter 4 Training and Operations

4-1. Background

The EPLOs perform a wide variety of domestic emergency functions. In view of the diversity of personnel assigned the emergency preparedness liaison function, a systematic emergency preparedness orientation program must be completed. A number of training opportunities exist that can serve in developing the newly assigned EPLOs. This training includes participation in exercises, conferences, and actual emergency response operations.

4-2. Training Program

The EPLO training program is designed to ensure a uniform, consistent level of training for EPLOs. The program establishes basic training requirements and establishes a means for documenting the completion of training. It includes formal training sessions, self study, and liaison activities which, when complete, will result in liaison officers having the working knowledge of military contingency plans and disaster relief functions necessary to perform domestic emergency duties.

- a. The training and qualification program must be followed by all newly assigned personnel.
- b. Scheduling of training is the responsibility of the individual.
- c. All REPLOs are responsible for documenting the completion of training and reviewing training status and progress with the Principal REPLO.

4-3. Qualification Record Checklist (QRC)

A Qualification Record Checklist (QRC) FORSCOM Form 1063-R, in **Appendix B** is used to guide and track training progress.

- a. The QRC is divided into the following sections:
 - (1) I, Headquarters Orientation and Administrative Review.
 - (2) II, Required Formal Training.
 - (3) III, Regulations.
 - (4) IV, Directives.
 - (5) V, Statutes/Executive Orders.
 - (6) VI, Plan Reviews.
 - (7) VII, Initial Liaison Visits.
- b. Each section contains a list of required tasks or actions. Upon completion of the task or action the liaison officer should initial and date the appropriate line item.

4-4. Initial Training

The EPLOs will attend the DOD Emergency Preparedness Course as soon as quotas are available and complete the initial training requirements listed on the QRC. The RPAs must contact FORSCOM G-3/5/7 Homeland Security Division for quotas and registration.

- a. Newly appointed EPLOs will perform their first tour of duty with First or Fifth US Army for initial training, orientation and completion of Section 1 of the QRC.
- b. Newly appointed EPLOs will complete the orientation training and qualification program specified in Sections 2-6 of the QRC within six months of assignment, and Section 7 within one year of assignment.
- c. Progress on completion of required actions should be reviewed and discussed with the First or Fifth Army EPLO Program Manager within six months and one year of the appointment date.

4-5. Recurring Training

- a. As a member of a Troop Program Unit (TPU), EPLOs are authorized 48 paid training assemblies plus a minimum of 14 days of AT each year. The EPLOs may perform single unit training assemblies or combinations that best suit the CONUSA training requirements and goals as long as each EPLO does not conduct more than 48 training assemblies.
- b. Inactive Duty Training (IDT) by EPLOs is conducted at the supported command/agency or as determined by First or Fifth US Army.
- c. Annual Training (a minimum of 14 days per year) may be fragmented to allow for mission flexibility. Additional AT, ADT, ADSW or Temporary Tours of Active Duty (TTAD) may be authorized, depending upon the availability of funds, to perform special tours for coordination with AC and RC headquarters,

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participate in command post/field exercises, participate in a voluntary status in Defense Support to Civil Authorities (DSCA) operations and emergency management courses.

d. A national EPLO conference and workshop is conducted each year for EPLOs and key domestic emergency staffs from all services to ensure EPLOs remain current on developing national policies, plans, and programs.

4-6. Contingency Missions

Emergency Preparedness Liaison Officers may volunteer for active duty in an ADT, ADSW, or TTAD status to support the First or Fifth US Army and/or the Defense Coordinating Officer (DCO) during domestic emergency/disaster response operations to support military response and recovery operations resulting from technological hazards or natural disasters. The SEPLOs volunteering for ADSW support the Defense Coordinating Officer (DCO) unless otherwise directed by First or Fifth US Army. The REPLOs volunteering for ADSW support the FEMA Regional Operations Center (ROC) unless otherwise directed by First or Fifth US Army.

4-7. Emergency Preparedness Liaison Officer Activation

a. The EPLOs provide liaison during emergency or disaster response operations to preclude misunderstandings, expedite the employment of appropriate federal response assets, and provide information and updates to the RPA. Legitimate authorities (e.g., TAG, State OES, FEMA Region, DCO, other military headquarters) requiring EPLO support during emergency and disaster operations before or after a federal declaration should request EPLO activation through the CONUSA. Requests for such support will be fulfilled wherever possible.

b. For unscheduled domestic response operations, First and Fifth US Army will request activation of EPLOs through FORSCOM to the USARC. In emergency/disaster situations requiring immediate DOD support, the EPLO activation process will be expedited by telephone/facsimile and followed up by record communications. In emergencies, in coordination with FORSCOM, the CONUSA, and the USARC, EPLOs may be directed to deploy by the Verbal Orders of the Commanding Officer (VOCO) of the RRC.

(1) Requests for EPLO activation will include the EPLO's name, estimated number of maydays, reporting location, and reporting time.

(2) The USARC will ensure the RRC to which the EPLO is assigned prepares the orders.

(3) The CONUSAs may coordinate amendments to EPLO orders directly with the RRC.

c. The REPLOs will deploy to the FEMA Regional Operations Center (ROC) and represent First or Fifth US Army (acting as DOD lead Regional Planning Agent) until cessation of ROC operations or on order of First or Fifth US Army. On order, REPLOs assume further tasks during the operation or may be released from active duty. Once the Disaster Field Office (DFO) is established, a DCO appointed, and the ROC closed, the REPLO team may be directed to move to the DFO to provide coordination, information exchange and liaison between the Federal Emergency Support Functions (ESF) and the DCO.

d. SEPLOs will deploy to the National Guard or State Emergency Operation Center (EOC) to provide liaison between the predesignated DCO and the state National Guard. The SEPLO is OPCON to First or Fifth US Army until the DCO is appointed and arrives at the Disaster Field Office (DFO) at which time OPCON is released to the DCO.

4-8. National Security Operations

a. The REPLOs maintain primary responsibility to prepare for and on order execute their classified duties under a National Security Emergency.

b. The SEPLOs maintain secondary support responsibility to the REPLO team during a National Security Emergency.

4-9. Reports

a. Quarterly Activities Report. A report summarizing EPLO activities will be prepared and submitted through the rater to the CONUSA EPLO Program Manager to arrive not later than 15 January, 15 April, 15 July and 15 October. The report will include a brief description of EPLO training activities, duties performed, problem areas identified and additional CONUSA-defined reporting requirements. Recommendations for resolving identified problems should be included (Cite RCS exempt: AR 335-15, para 5-2h).

- b. The AT/ADT/ADSW Reports. A report covering each period of AT/ADT/ADSW in excess of five days will be provided through the rater to the CONUSA EPLO Program Manager no later than 10 days after completion of the tour (Cite RCS exempt: AR 335-15, para 5-2e(7)).
- c. Special Reports. An after-action trip report is required within 30 days after attendance at any special training, conference or exercise involving natural disasters or contingency plans Cite RCS exempt: AR 335-15, para 5-2e(7)).
- d. Yearly Training Plans (YTP). Each EPLO will submit through the rater a YTP outlining projected IDT, AT, ADT, and ADSW for the coming training year (1 October to 30 September) not later than 1 April of each year.

Chapter 5 Automation and Network Access

5-1. Electronic Mail (Email) Accounts

- a. Position Email Accounts. The EPLO program provides Email accounts for all program members. These accounts are designated by the position the individual fills and do not require the individuals name. This configuration allows email to be quickly sent to a position without having to know the name of the incumbent. Email related to the program will be retained on the laptop computer to facilitate the orientation of an incoming program member. Use of Army Knowledge Online (AKO) accounts, for EPLO Program correspondence, does not provide any historical background, which could be easily passed on to an incoming newly assigned member of the program.
- b. Team Email Accounts. This type of account is used at the Regional EPLO Team and is used so that email addressed to the team can be sent to and from this account. All Regional Team members have access to that account. This allows requests and responses sent via email to be available to all team members. The Regional EPLO Team members are encouraged to use this account during exercises and actual disasters.

5-2. Computer Use Agreement

- a. All EPLO program personnel are required to read, sign and comply with the provisions of the EPLO Computer Use Agreement. This agreement provides guidance on how the EPLO laptop computers will be used and maintained.
- b. The Computer Use Agreement will be updated on a yearly basis and provided to the user during the Annual EPLO Conference.

5-3. Password Change Requirements

- a. The EPLO laptop computers are part for the FORSCOM computer domain and must meet the requirements for password change set forth by FORSCOM. Passwords must meet certain complexity requirements in order to avoid being easily guessed by a hacker. The passwords are required to be changed every 120 days in order to keep the user's account active.
- b. Personnel assigned to the EPLO program should logon to the network at least once every two weeks to ensure that their password has not expired.
- c. Outgoing personnel will reset the password on their laptop computer and provide that password to the CMPO prior to departing.
- d. Incoming personnel will change the password upon receipt of the computer.

5-4. Software Update Requirements

- a. Army Regulation 25-2 (AR 25-2) requires that Army computers be updated with necessary software patches, which fix vulnerabilities in the software. Maintaining EPLO computers is the responsibility of the individual assigned to that computer.
- b. Software updates will be tested by the EPLO Program before they are installed on the laptop computers in order to ensure that there will not be a software conflict between the patch and installed software. Normally, the EPLO Program members will be advised, via email, when patches are ready for installation.
- c. Maintaining up to date software ensures the viability of the NIPRNET by reducing the impact of viruses and malicious software.

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5-5. Antivirus and Firewall Update Requirements

- a. The EPLO laptop computers are loaded with antivirus software, which requires regular updates to remain effective. The user is responsible for running the “Live Update” function on the antivirus software on a twice-monthly basis and immediately prior to any scheduled drill or period of active duty. This ensures that the laptop computer is protected from a virus.
- b. The EPLO computers are equipped with a personal firewall to protect the computer from outside attacks by hackers. This software also requires regular updates to remain effective. The user is responsible for running the “Live Update” function on the firewall software on a twice-monthly basis and immediately prior to any scheduled drill or period of active duty.
- c. Any indication that the computer is infected by a virus will be immediately reported to FORSCOM and the user will disconnect any network connection until the virus is removed from the computer.

5-6. Network Access Capabilities

- a. The EPLO computers are equipped with a modem and on board network interface card (NIC). These devices allow the computer to make use of normal analog telephone lines to dial in to the FORSCOM Remote Access Server (RAS) in order to download email and search the Internet.
- b. The on board NIC can be used to take advantage of high-speed network access. This type of access may be available at hotels, USAR Reserve Centers, JSHQ, FEMA ROC’s and at a DFO. The EPLO Program is striving to find high-speed access locations in order to avoid the low speeds provided by modems and traditional analog phone lines.
- c. The use of home broadband connections is encouraged but not required. The cable modem allows most users to connect their laptop to the cable modem with the need for further hardware. The use of Digital Subscriber Loop (DSL) normally requires the installation and configuration of a broadband router before the laptop computer can connect to the high-speed connection.

5-7. Transfer of EPLO laptop computers

- a. The EPLO laptop computers are normally under the property accountability management of the RRC’s. Transfer of computers between outgoing and incoming EPLO personnel will be managed by the RRC.
- b. Upon assignment of a new individual to the EPLO program, the RRC CMPO will notify FORSCOM and provide the name, position and fax number of the newly assigned person. The incoming individual will receive, via fax, the necessary forms required for transferring the account. Once these forms have been filled out and returned to FORSCOM the account will be transferred to the incoming individual.

5-8. Configuration Management

- a. The EPLO laptop computers are centrally managed by FORSCOM to ensure the highest possible level of security and reliability. Configuration Management requires that no software be installed without first having been tested for compatibility, security and licensing. Software installed on EPLO computers must be owned and registered to the US Government.
- b. Users will forward requests for new software to FORSCOM for review and approval.
- c. Users will not allow the EPLO computer network settings to be reconfigured without having received prior approval from FORSCOM.

APPENDIX A

References

Section I

Required Publications

Title 42 United States Code Robert T. Stafford Disaster Relief and Emergency Assistance (U.S.C.), (Chapter 68 - Disaster Relief) Act, Public Law 93-288, as amended **Sections 5121-5204c**

FY97 National Defense Authorization Defense Against Weapons of Mass Destruction Act, **Title XIV, Sections 1401-1455**

Title 10 U.S.C. Sections 12301-12304 Statutes Affecting Reserve Components

Executive Order 12656 (53 FR 47491) Assignment of Emergency Preparedness Responsibilities, 18 Nov 88

FRP The Federal Response Plan (FRP) (to be re-written as National Response Plan)

FRERP The Federal Radiological Emergency Response Plan (FRERP)

DOD Directive 1215.6 Uniform Reserve Training and Retirement Categories, 14 Mar 97
DOD Directive 3020.36 Assignment of National Security Emergency Preparedness (NSEP) Responsibilities to DOD Components, 2 Nov 88 chg 1 12 Mar 93
DOD Directive 3025.1 Military Support to Civil Authorities (MSCA), 15 Jan 93
DOD 3025.1-M Manual for Civil Emergencies, Jun 94
DOD Directive 3025.12 Military Assistance for Civil Disturbances (MACDIS), 4 Feb 94
DOD Directive 3025.15 Military Assistance to Civil Authorities (MACA), 18 Feb 97

DOD Directive 3025.16 Military Emergency Preparedness Liaison Office Program, 18 Dec 2000
DOD Directive 3150.5 DOD Response to Improvised Nuclear Device Incidents, 24 Mar 87
DOD Directive 3150.8 DOD Response to Radiological Accidents, 13 Jun 96
DOD Directive 5030.41 Oil and Hazardous Substances Pollution Prevention and Contingency Program, 1 Jun 77 Chg 1 26 Sept 78
DOD Directive 5030.50 Employment of DOD Resources in Support of the U.S. Postal Service, 13 Apr 72
DOD Directive 5160.54 DOD Critical Asset Protection Program (CAPP), 20 Jan 98
DOD Directive 5525.5 DOD Cooperation with Civilian Law Enforcement Officials, 15 Jan 86
AR 5-9 Area Support Responsibilities, 16 Oct 98
AR 25-2 Information Assurance, 14 Nov 03
AR 500-50 Civil Disturbances, 21 Apr 72
AR 500-51 Support to Civilian Law Enforcement, 1 Jul 83
AR 500-60 Disaster Relief, 1 Aug 81
AR 700-131 Loan and Lease of Army Materiel, 1 Sep 96

Section II

Related Publications

Title 10 U.S.C. Sections 331-335 Insurrection Act
Title 18 U.S.C. Section 1385 Posse Comitatus Act
Title 31 U.S.C. Section 1535 Economy Act
Title 42 U.S.C. Sections 9601-9675 Comprehensive Environmental Response Compensation, and Liability Act (CERCLA), also referred to as the Super fund
Executive Order 12148 Federal Emergency Management, 20 Jul 79
National Security Directive 66 Civil Defense, 16 Mar 92
Presidential Decision Directive 39 U.S. Policy on Counter terrorism (Unclassified extract), 21 Jun 95
National Contingency Plan (NCP) National Oil and Hazardous Substances Pollution Contingency Plan
DOD Directive 3020.26 Continuity of Operations Policy (COOP) and Planning, 26 May 95
DOD Directive 3150-8-M Nuclear Weapon Accident Response Procedures (NARP), Dec 99
DOD Directive 5105.22 Defense Logistics Agency, 6 Dec 88
AR 10-87 Major Army Commands in the Continental United States, 30 Oct 92
FM 100-19 Domestic Support Operations, 1 Jul 93
FORSCOM Reg 350-5 Joint Training Exercises, 20 Mar 98
FORSCOM Reg 350-12 Procedures for Tasking and Support from Active Component Installations and Units, 1 Nov 94
Air Force Instruction (AFI) 10-802 Military Support to Civil Authorities, 19 Apr 02
OPNAV Instruction 3440.16C Department of the Navy Civil Emergency Assistance Program, 30 May 97

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APPENDIX B

Emergency Preparedness Liaison Officer (EPLO) Qualification Program Record

EMERGENCY PREPAREDNESS LIAISON OFFICER (EPLO) QUALIFICATION RECORD (FORSCOM Reg 140-12)					
NAME <i>(Last, First, Middle Initial)</i>			RANK	UNIT	
SECTION I - ORIENTATION AND ADMINISTRATIVE REVIEW			SECTION II - FORMAL TRAINING COURSES, SEMINARS, AND MEETINGS		
TASK/ACTION	EPLO INITIALS	DATE COMPLETED	TASK/ACTION	EPLO INITIALS	DATE
1. CONUSA Tour and Introduction			DOD Emergency Preparedness Course		
2. RSC Administrative Actions			Emergency Preparedness Seminar		
a. 201 File			State Emergency Planning Meeting		
b. Financial Record			Regional Interagency Steering Committee (RISC) Meeting (REPLOs only) <i>Other (Local Use)</i>		
c. Medical and Dental Record					
d. Identification Card					
e. Commissary Card					
f. GETS Card					
g. Security Clearance					
g. Security Clearance					
3. Orientation					
a. Quarterly Reports					
b. Training Schedule					
c. Annual Training			SECTION III - REGULATIONS		
d. Pay Procedures			TASK/ACTION	EPLO INITIALS	DATE
e. Publications/References			FORSCOM Reg 140-12		
f. OER Support Form			AR 500-50 and 51		
g. Laptop Computer			AR 500-60 and 70		
h. DOD Resources Database			AFI 10-802		
i. Schedule DOD Emergency Preparedness Course			OPNAVINST 3440.16C		
<i>Other (Local Use)</i>			<i>Other (Local Use)</i>		

SECTION IV - DIRECTIVES AND MANUALS			SECTION VI - PLAN REVIEWS		
TASK/ACTION	EPLO INITIALS	DATE	TASK/ACTION	EPLO INITIALS	DATE
National Security Decision Directive No. 188			Federal Response Plan (FRP)		
National Security Directive No. 66			Federal Radiological Response Plan (FRERP)		
Presidential Decision Directive No. 39			FORSCOM Disaster Relief Plan		
DOD Manual 3020.26			FORSCOM Civil Disturbance Plan (GARDEN PLOT)		
DOD Directive 3020.36			FORSCOM Postal Augmentation Plan (GRAPHIC HAND)		
DOD Directive 3025.1			FORSCOM Wildfire Fighting Plan		
DOD Directive 3025.12			FORSCOM Key Asset Protection Plans		
DOD Directive 3125.15			State Plans for Emergencies		
DOD Directive 3150.5			Other (Local Use)		
DOD Directive 3150.8					
DOD Directive 5160.54					
DOD Directive 5525.5					
DOD Manual 3025.1-M					
Other (Local Use)					
SECTION V - STATUTES AND EXECUTIVE ORDERS			SECTION VII - INITIAL LIAISON VISITS		
TASK/ACTION	EPLO INITIALS	DATE	TASK/ACTION	EPLO INITIALS	DATE
42 USC 5121-5204c Stafford Act			Federal Emergency Management Agency Regional Center		
18 USC 1385 Posse Comitatus			U.S. Army Corps of Engineers		
10 USC 331-335 Insurrection Act			U.S. Military and State-owned bases		
Executive Order 12656			Defense Coordinating Officer		
Executive Order 12148			State Emergency Management Agency		
Applicable State and Local government/authority relative to emergency management agency			State Emergency Operations Center (EOC)		
			National Guard EOC		
Other (Local Use)			Other (Local Use)		

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GLOSSARY

Section I

Abbreviations

AC Active Component

ADSW Active Duty for Special Work

ADT Active Duty for Training

AR Army Regulation

ARF Action Request Form (FEMA Form ARF 1-03)

ARPERCEN Army Reserve Personnel Center

AT Annual Training

BSI Base Support Installation

CCIR Commanders Critical Information Requirements

CMPO Civil Military Project Officer

COB Command Operating Budget

CONPLAN Contingency Plan

CONUS Continental United States

CONUSA Numbered Armies in the Continental United States

DA Department of the Army

DCO Defense Coordinating Officer

DCE Defense Coordinating Element

DFO Disaster Field Office

DOD Department of Defense

DODEPC Department of Defense Emergency Preparedness Course

DODRDB Department of Defense Resources Data Base

EMAIL Electronic Mail

EPLO Emergency Preparedness Liaison Officer

FEMA Federal Emergency Management Agency

FORSCOM U.S. Army Forces Command

FRP Federal Response Plan (to be re-written as National Response Plan)

IA Information Assurance

ID Identification

IDT Inactive Duty Training

JDOMS Joint Director of Military Support

JFO Joint Field Office

JSHQ Joint State Headquarters

MACA Military Assistance to Civil Authorities

MA Mission Assignment (FEMA Form 90-129)

MRD Mandatory Removal Date

MSCA Military Support to Civil Authorities

NCO Non-Commissioned Officer

NCOER NCO Efficiency Report

NIC Network Interface Card

NIPRNET National Internet Protocol Router Network

NRP National Response Plan

NSEP National Security Emergency Preparedness

OER Officer Efficiency Report

OPCON Operational Control

POMSO Plans and Operations Military Support Officer

QRC Qualification Record Checklist

RAS Remote Access Server

RC Reserve Components

REPLO Regional Emergency Preparedness Liaison Officer

RG Readiness Group (obsolete term - replaced by TSB (Training Support Brigade))

RISC Regional Interagency Steering Committee

ROC Regional Operations Center

RPA Regional Planning Agent

RRC Regional Readiness Command
SF Standard Form
SEPLO State Emergency Preparedness Liaison Officer
SRAAG Senior Army Adviser, Army National Guard
STARC State Area Command
TAG The Adjutant General
TDA Table of Distribution and Allowances
TPU Troop Program Unit
TTAD Temporary Tour of Active Duty
USAR United States Army Reserve
USARC US Army Reserve Command
VOCO Verbal Orders of the Commanding Officer
WMD Weapons of Mass Destruction

Section II

Terms

Administrative Control

Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. (JtPub 1-02) Also called ADCON

Base Support Installation

A Base Support Installation is a military post or facility in or near the affected area, which the Department of Defense designates to fulfill DOD support requirements within the disaster area. Requests for DoD assistance from DOD organizations are channeled through the Defense Coordinating Officer and his/her support element, the Defense Coordinating Element, which are represented on the Emergency Response Team.

Civil Government Resources

Civil resources owned by, controlled by, or under the jurisdiction of civilian agencies or the US Government, or of State and local governmental agencies.

Civil Resource

Resources that normally are not controlled by the government, including workforce, food and water, health resources, industrial production, housing and construction, telecommunication, energy, transportation, minerals, materials, supplies, and other essential resources and services. Such resources cannot be ordered to support needs of the public except by competent civil government authority.

Defense Coordinating Officer

A military official of any DOD component, designated by the DOD Executive Agent to coordinate MSCA activities.

Defense Support of Civil Authorities

The Department of Defense provides Defense Support of Civil Authorities (DSCA) in response to request for assistance during domestic incidents to include terrorist attacks, major disasters, and other emergencies. DSCA refers to DOD support provided by federal military forces, DOD civilians and contract personnel, and DOD agencies and components. Continuous coordination with Federal, state and local elements before, during, and after an event is key to the success of the Department's DSCA efforts.

DOD Regional Planning Agent

The Service Regional Planning Agent responsible for coordinating DOD plans, operations, and exercises with all Service Regional Planning Agents to ensure a coordinated response for domestic emergency operations within the Federal Regions. CONUSAs perform this function.

FORSCOM Regulation 140-12

DOD Resources

Military and civilian personnel, facilities, equipment, supplies, and services owned by, controlled by, or under the jurisdiction of a DOD component.

DOD Resources Data Base (DODRDB)

A computerized database that supports MSCA planning and execution by field elements of the DOD components. It includes essential information on resources routinely held by DOD components and directly applicable to lifesaving, survival, and immediate response aspects of MSCA.

Domestic Emergencies

Emergencies affecting the public welfare and occurring within the 50 states, District of Columbia, Commonwealth of Puerto Rico, US possessions and territories, or any political subdivision thereof, as a result of enemy attack, insurrection, civil disturbance, earthquake, fire, flood, or other public disasters or equivalent emergencies that endanger life and property or disrupt the usual process of government. (JtPub 1-02)

Emergency Preparedness Liaison Officer (EPLO)

An individual who functions in support of the Service Regional Planning Agent to facilitate planning and execution of military assistance to other Federal agencies and State and local government under an "All Hazards" domestic emergency environment.

Federal Region

The ten groupings of States and Territories designed to facilitate federal response in emergency situations. The First U.S. Army area encompasses Regions I through V. The Fifth US Army area encompasses Regions VI through X.

Federal Response Plan (to be re-written as National Response Plan)

The inter-departmental process, developed under FEMA leadership, by which the Federal Government prepares for and responds to the consequences of disasters and emergencies. Federal planning and response are coordinated on a functional group basis into Emergency Support Functions (ESFs), with designated lead and support agencies for each ESF.

Critical Infrastructure Protection Program (CIPP)

Plans for the protection and security of "Critical Infrastructure" to ensure the United States can respond decisively and effectively during any national defense emergency. A DOD Critical Infrastructure is any industrial or infrastructure asset essential to support DOD mobilization, deployment, or sustainment of military operations.

Mobilization Center

A Mobilization Center is a centralized facility for receiving and distributing incoming equipment and supplies for both disaster victims and responders. A mobilization center can serve as both an incident facility and a tactical facility. It serves specific logistical (incident) functions, including receiving, documenting, and temporary warehousing of equipment when required; and issuing disaster equipment and supplies. It also acts as a support center for responding tactical teams (accommodating team personnel, including food and lodging). A mobilization center is located at or near the Base Support Installation, is established about two days before or after the disaster declaration, and remains in operation until Federal response resources are no longer needed.

Military Support to Civil Authorities (MSCA)

Those activities and measures taken by DOD Components to assist any civil government agency in planning or preparedness for, or in the application of resources for response to the consequences of civil emergencies or attacks, including national security emergencies.

National Security Emergency

Any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously threatens the national security of the United States.

Operational Control (OPCON)

Operational control is inherent in combatant command (command authority). Operational control may be delegated and is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. (JtPub 1-02) Also called OPCON.