

SERT ADMINISTRATION SECTION

2023

A. PURPOSE

This appendix describes the role of the Administration Section during the activation of the State Emergency Operations Center. This includes finance, applications and GIS, human resources, information technology and the Responder Assistance Initiative (RAI). The Administration Section performs other roles outside of SERT activations that are not described in this appendix.

B. MISSION

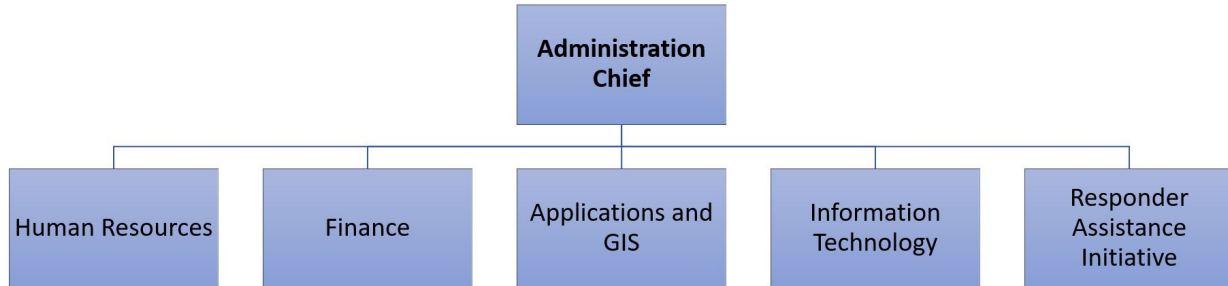
The Administration Section during a SERT activation is responsible for:

1. Finance: Documenting disaster-related costs for leadership and process invoices to ensure prompt payment for goods and services necessary to support emergency response and disaster recovery efforts;
2. Applications and GIS: Providing flood inundation mapping and GIS information technology user support in coordination with the Hazard Mitigation Section;
3. Human Resources: Processing the hiring of temporary employees, if applicable;
4. Information Technology: Providing information technology user support and infrastructure capabilities;
5. RAI: Providing specialized mental health services in addition to peer team consultation and coordination with first responder agencies upon request.

C. ORGANIZATION

The Assistant Director of Administration reports directly to the SERT Leader during SERT activations. The Administration Section is constituted with staff from North Carolina Emergency Management (NCEM) and augmented with staff members from the Department of Public Safety Budget and Controller's Office. The Finance Chief is the principal fiscal/financial advisor to the SERT Leader.

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The size of the SERT Finance function will determine if the Finance Team will need to be augmented with DPS Budget and Controller’s Office personnel.

1. FINANCE BRANCH

SERT Finance supports SERT response and recovery operations by collecting expenditure reports from state agencies and advising the SERT Leader on the financial activities and expenditures before, during and after the response phase and/or event. The following are primary responsibilities of the Branch:

- a. Finance Chief and Deputy Finance Chief(s)
 - i. Implement the SERT Finance SEOC Activation Checklist.
 - ii. Monitor NC SPARTA and enter significant events or taskings as needed.
 - iii. Assist with collecting and analyzing expenditure data in order to work with Functional Leads in ensuring state agencies are reporting their expenditures in NC SPARTA.
 - iv. Provide data and information to the SERT Leader, Assistant Director and Deputy Chief for Administration, as requested.
 - v. Coordinate and resolve financial issues with the Department Controller and Budget Office.
 - vi. Disseminate information to SERT partners and NCEM personnel on financial issues.
 - vii. Provide guidance to SERT partners on collecting and retrieving expenditures for reimbursements.

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- viii. Ensure all NCEM expenditures, such as labor, equipment, materials and supplies, contracts, and rentals, have been captured for reimbursement following the event.
- ix. Coordinate with the Assistant Director for Logistics, or designee, on estimated expenditures for requests for Direct Federal Missions (DFM) and Emergency Management Assistance Compact (EMAC) requests.
- x. Coordinate with the Recovery Section for the preparation and submission of the initial SF-424 (Request for Federal Assistance) and associated documents for federally declared disasters. Ensure required expenditure reports are submitted and/or downloaded from the Finance Tracking Board to the Plans Section for inclusion in their various reports of established reporting times.

b. SERT Finance Team

- i. Track all expenditures for NCEM to include invoice, contract, E-Procurement and P-Card purchases, direct billing, DFM, EMAC, lodging, meals and other costs related to the event.
- ii. Track expenditures from state agencies during the event using the Finance Tracking Board. Notify the NCEM Functional Leads when state agencies are not reporting their information.
- iii. Track expenditures from state resources i.e., NCHART, Urban Search and Rescue Teams, Regional Response Teams (Hazardous Materials) and other teams and individuals that are considered state resources.
- iv. Ensure cost centers and budgets are established.
- v. Uses the Finance Branch State EOC Activation Checklist to ensure activities are submitted and monitored.
- vi. Coordinates with the functional leads to ensure state agencies are reporting their event expenditure costs daily in the NC SPARTA Finance-Incident Expenditure Board.
- vii. Prepares reports for the SERT Leader, DPS, and other state and federal agencies as needed or required.

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- viii. Monitors NC SPARTA for anticipated and/or estimated and actual expenditures.
- ix. Coordinates with the Logistics Section on anticipated and actual costs and resources, commodities, and equipment ordered and received.
- x. Coordinates with the Regional Coordination Centers on their expenditures and are submitted.
- xi. Forwards copies of invoices for payment to the Account Payable team for payment.
- xii. Processes vendors' invoices for approval and payment, including coding to the appropriate disaster cost center and charting of account lines.
- xiii. Develops and maintains internal tracking of daily expenditures and disaster per cost units daily by utilizing Logistics cost units.
- xiv. Retains copies of invoices and contracts for reimbursement submission.

2. APPLICATIONS AND GIS BRANCH

Geographic Information System (GIS) support personnel cover spatial analysis, geospatial data creation and analysis within impacted areas and work with all sections. The branch also supports NC SPARTA and provides flood inundation mapping.

3. HUMAN RESOURCES

The NCEM Human Resources team provides personnel administration for those supporting the disaster event. This includes the hiring of temporary employees and ensuring applicable HR data points are provided to the Finance Chief.

4. INFORMATION TECHNOLOGY

Information technology provides help desk and end user computer preparation and technical support to the State EOC and RCC's for video teleconferencing, server maintenance and security, LAN/WAN network connectivity and network perimeter security (NCEM Firewall).

5. RESPONDER ASSISTANCE INITIATIVE

The Responder Assistance Initiative provides wellness services, peer support services, and mental health clinical treatment for employees of the North Carolina Department of Public Safety and first responders in North Carolina. The services provided are essential for the clients served and accessibility during disaster operations is critical to the program's mission.

D. CONCLUSION OF THE EVENT

At the conclusion of the disaster and/or event, collect the following documents for reimbursement:

1. Invoices/receipts
2. Contracts
3. Time sheets (for overtime)
4. Other documents to support reimbursement

E. REFERENCES

1. DPS Policies and Procedures Manual
2. NC Disaster Recovery Guide
3. Office of State Budget and Management Budget Manual
4. NCEM Comprehensive Recovery Plan
5. US Department of Homeland Security, Financial Management Guide
6. 44 Code of Federal Regulations, Part 13
7. 2 Code of Federal Regulations, Part 200
8. NC DPS Purchasing and Logistics Manual
9. NC DPS Accounts Payable Policy
10. NC DPS Travel, Travel Allowance, and Reimbursement Policy