



FUNCTIONAL ANNEX N
RECOVERY PROCEDURES

Primary Agency: Disaster Recovery Office (DRO)
Support Organization: Federal Emergency Management Agency (FEMA)

I. Introduction

A. Purpose

Functional Annex N — The recovery procedures annex describes the means to facilitate federal assistance, manage the response and restoration of services normally provided by the Government of Guam.

B. Scope

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

1. Hold accountable all actions taken by the Government following the disaster.

II. Policies

A. All issues of policy, coordination of operations, direction and control, and preparation of response activities rest with the coordination among the Public Assistance Officer (PAO) and the Governor's Authorized Representative (GAR). All Agency and Department Recovery Project Managers will coordinate recovery activities within the structure and organization established by the Recovery Coordination Office (RCO) to identify, process and implement all project worksheets.

B. Executive Order No. _____, 1997 Establishing Recovery Coordination Office.

III. Concept of Operations

A. General

During the response phase the State Coordinating Officer (SCO) will be the primary individual responsible for the coordination of response and recovery operations with the Federal Coordinating Officer (FCO).

At that time when the Emergency Operations Center (EOC) has been

deactivated, and response to the disaster transitions to the restoration of facilities and infrastructure, the Governor will establish a Recovery Coordination Office (RCO) to manage, and be held accountable all for recovery operations. The Governor's Authorized Representative (GAR) will be identified by the Governor to oversee the recovery and restoration phase of the disaster effort. The GAR will have the responsibility for the organization and financial accountability of the recovery effort.

B. Organization

The Recovery Coordination Office (RCO) will be responsible for all recovery operations and coordination of recovery activities following the Applicants Briefing. The manager of the RCO will be a Governor's Authorized Representative (GAR) who will establish recovery operational priorities and have management responsibility over all recovery operations. Small and Large Project oversight and Project Officer management as well as the and management of day to day RCO operations will be the responsibility of the Public Assistance Officer (PAO). When the RAC has been deactivated the agencies will identify a point of contact that will be responsible for agency specific restoration projects.

The RCO will maintain all project files and with the agency point of contact oversee all restoration projects until completed. The RCO will be accountable for the recording and documentation of recovery expenses to the Governor's Authorized Representative.

C. Response Actions

There will be a requirement for a Disaster Recovery Center (DRC) to be established to address the Individual Assistance needs of those displaced and/or incurring loss as a result of the disaster. The DRC(s) will be established as the situation and need dictates. The DRC(s) will provide a forum for each of the Human Services response agencies to assist the needs of those incurring loss. The DRC(s) will NOT BE APPLICATION CENTERS but rather assistance or one stop help centers. DRC operations will be managed through the RCO by the GAR.

IV. Responsibilities

A. Primary Agency

1. Recovery Coordination Office (RCO)

- a. Responsible for the management of all recovery operations, maintenance of project files and coordination of all disaster recovery activities.

B. Support Agencies

1. State Coordinating Officer (SCO)
 - a. After the Recovery Coordination Office has been established and operations move into the recovery phase, the SCO will transition responsibilities to the Governor's Authorized Representative (GAR) and Project Assistance Officer (PAO).
2. Governor's Authorized Representative (GAR)
 - a. The GAR is designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the Government and local grant recipients. The GAR is the principal official responsible for the certification and organization of all recovery operations in compliance with the FEMA – Territory Agreement. As the disaster's fiduciary officer the GAR will be responsible for the accounting of all disaster and recovery expenses incurred.
3. Response Agency Coordinator (RAC)
 - a. When the Emergency Operations Center is activated each agency will identify a point of contact that will be responsible to the SCO during the response phase of the disaster to coordinate agency immediate needs and requirements following the event. Until the EOC is deactivated the RAC will remain the primary point of contact providing the preliminary damage assessment and identifying agency specific projects that will structure the agency's recovery effort.
4. Disaster Recovery Center (DRC)
 - a. A location where those incurring loss or those displaced by the disaster can come to request assistance in meeting their needs. Services provided will include but not be limited to Housing, Red Cross, Salvation Army, Department of Public Works, FEMA and SBA. The manager of the DRC will be selected in coordination with the Individual Assistance Officer whose responsibilities will be overseen by the GAR.
5. Agency Recovery Project Managers
 - a. Each agency will identify a point of contact that will be responsible to the RCO for coordinating all agency specific projects with the RCO and the development of agency project files.
6. RCO Project Officers
 - a. The Recovery Coordination Office will have as a part of its staff Project Officers who will be responsible for the coordination of

agency and department restoration projects and implementation and reconciliation of Project Worksheets.

IV. Administration & Logistics

The Recovery Coordination Office will manage the administration of all recovery and restoration activities. The day to day operations are managed by the Public Assistance Officer (PAO) in coordination with the GAR. The RCO is structured to address all recovery operation needs and requirements:

1. Administrative Section

- a. Responsible for office operational and equipment requirements, personnel actions, time accounting, quarterly reports and Accounting Section oversight.

2. Accounting Section

- a. Responsible for coordinating the processing of Public Assistance funds, establishment of agency project accounts and overall financial management between the Bureau of Budget Management & Research and the Department of Administration.

3. NEMIS Section

- a. Responsible for the management and oversight of all FEMA projects identified and processed through the FEMA NEMIS system. The section processes all project obligation packages for processing at BBMR, development of agency notices, draw down certification and coordinating with RCO Project Officers all agency project documentation and reporting requirements.

4. Public Assistance Coordination Section

- a. Comprised of Project Officers responsible for coordinating and directing recovery activities with applicant agencies, departments and non-profit organizations.

5. Human Services Section

- a. Responsible for management oversight and close out of all Individual Family Grant and Individual & Households programs.

6. Hazard Mitigation Section

- a. Responsible for the management of Section 404 Hazard Mitigation Grant Program activities. Directs and coordinates FEMA approved applications with recipient agencies and departments and chairs the Hazard

Mitigation Grant Council.

V. Plan Development & Maintenance

The Public Assistance Officer with the RCO Section managers will be responsible for the maintenance and revision of the Guam Recovery Operations Plan and this Annex. This Annex along with Administrative Plans will be reviewed, revised and updated based on lessons learned from the previous years Plan implementation.

VI. Command and Control

The RCO within the Office of Civil Defense will report to and through the Administrator of the Office of Civil Defense to the GAR. The GAR will coordinate all RCO activities so as to assure fiduciary accountability and recovery management oversight.

VII. Appendices

- A. Operations & Procedures
 - 1. RCO Structure
 - 2. Organization Chart
- B. Administrative Plans
 - 1. Public Assistance
 - 2. Individual Assistance
 - 3. Hazard Mitigation
- C. Program Process
 - 1. Chronology of Activities
 - 2. Agency & RCO Responsibilities
 - 3. Project Formulation
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- D. Training
 - 1. Agency Requirements
 - 2. Project Formulation
 - 3. Managing Disaster Related Expenses
 - 4. Hazard Mitigation Grant Program (404)

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