

**For:** FSA Employees

**Announcing FSA’s Emergency Preparedness Division (EPD)**

**Approved by:** Administrator



**1 Overview**

**A Background**

Recently FSA realigned functions related to emergency preparedness, disaster response, occupant emergency planning, and Homeland Security into a single division, EPD, reporting to DAM. Previously these functions were responsibilities of several different program areas within FSA. By realigning these functions into a single division, FSA will be better able to serve all FSA Offices and our customers.

The realignment of all personnel assigned to EPD from the National Office and Kansas City was completed on May 1, 2009.

**B Purpose**

This notice advises all FSA employees of the following:

- functions and responsibilities that transferred to EPD
- personnel reassigned to EPD, major areas of responsibility, and contact information.

**C Contact**

For questions about this notice, contact Jerry Epting, EPD Director, by either of the following

- telephone at 202-720-7696
- e-mail at [jerry.epting@wdc.usda.gov](mailto:jerry.epting@wdc.usda.gov).

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2010	All FSA employees; State Offices relay to County Offices

## 2 EPD Responsibilities

### A Major Areas of Responsibilities Transferred to EPD

The following FSA Emergency Preparedness and Homeland Security responsibilities have been transferred to EPD.

- Departmental support for the Emergency Operations Handbook (EOH).
- Authorities under the Defense Production Act of 1950 and Executive Orders 12656 and 12919.
- Responsibilities under DR 1800-1.
- 1-DP.
- The following Homeland Security Presidential Directives (HSPD) applicable to FSA.
  - HSPD-5 which establishes guidelines and requirements for National Incident Management System (NIMS) and the National Response Framework (NRF). In support of HSPD-5, FSA has adopted USDA's Homeland Security goal to enhance protection and safety of the Nation's agriculture and food supply, by training employees to respond to incidents under the Incident Command System structure. Additionally, FSA has the lead for USDA's responsibilities in supporting FEMA and other federal agencies in Long Term Recovery following a Presidential declared disaster.
  - HSPD-7 which established a mandate for Departments and agencies to work with State and local governments and private partners for the protection of critical infrastructure and key resources that are vital to national security and public health and safety.
  - HSPD-9 which established a national policy to defend the agriculture and food system against terrorist attacks, major disasters, and other emergencies; and provides guidance and a framework for FSA's role in protecting the nation's food supply.
  - HSPD-12 which established a "Policy for a Common Identification Standard for Federal Employees and Contractors". HSPD-12 is the guiding document that outlines responsibilities for the Departments Positive Identification Card, LincPass.
  - HSPD-20 which established a comprehensive national policy on the continuity of Federal Government structures and operations and a single National Continuity Coordinator responsible for coordinating the development and implementation of Federal continuity policies. This directive requires agencies to have agency Continuity of Operations (COOP) in place and exercise them annually.

**2 EPD Responsibilities (Continued)**

**A Major Areas of Responsibilities Transferred to EPD (Continued)**

- MOU's between other USDA agencies and other Departments within the Federal or State governments that pertain to Homeland Security of Emergency Preparedness.
- Direct implementation of National Incident Management System (NIMS) for FSA.
- Coordinate Headquarters, State, and County Office COOP, and Pandemic Planning.
- Administer programs about defense mobilization and related peace time functions, affecting agricultural production; food processing, storage and wholesale distribution; the distribution of feed, seed, fertilizers, and farm equipment.
- Maintain the National Food, Feed, and Facility List and the Fertilizer Facility National List for use in national emergencies.
- Provide technical guidance and training for State and County Emergency Boards and Food and Agricultural Councils.
- Oversight of National Security Emergency Preparedness Activities according to Presidential guidance and Executive Order 12656
- Ensure FSA adherence to all statutory and regulatory requirements related to Homeland Security and emergency preparedness.
- Collect and assemble damage loss reports from FSA for the Administrator and upon request by the Secretary or USDA's Office of Homeland Security.
- Ensure development and distribution of FSA employee evacuation plans, employee safety plans, evacuation plans, and other similar documents.

**C Emergency Related Responsibilities That Did Not Transfer to EPD**

The following emergency related responsibilities did **not** transfer to EPD:

- State and County Office reporting under STORM
- Secretarial Disaster Declarations
- Administrator Physical Loss Designations
- notification of Presidential Declarations.

**Notice AO-1448**

**2 EPD Responsibilities (Continued)**

**D EPD Personnel, Areas of Responsibilities, and Contact Information**

The following provides EPD personnel, area of responsibilities, and contact information.

<b>Name</b>	<b>Areas of Responsibility</b>	<b>Contact Information</b>
Jerry Epting	Division Director	<ul style="list-style-type: none"> <li>• 202-720-7696</li> <li>• <a href="mailto:jerry.epting@wdc.usda.gov">jerry.epting@wdc.usda.gov</a></li> </ul>
David Tidwell	<ul style="list-style-type: none"> <li>• Emergency Preparedness Policy</li> <li>• 1-DP</li> <li>• Defense Production Act</li> <li>• NIMS Training Officer</li> <li>• FSA Responsibilities under DR 1800-1</li> <li>• State and County Office Emergency Plans</li> <li>• State Office Disaster Preparedness</li> <li>• Situational Reporting</li> <li>• LincPass Security Officer</li> <li>• LincPass Security Policy</li> <li>• Food, Feed, and Fertilizer Listings</li> </ul>	<ul style="list-style-type: none"> <li>• 202-720-4542</li> <li>• <a href="mailto:david.tidwell@wdc.usda.gov">david.tidwell@wdc.usda.gov</a></li> </ul>
Carol Fleming	<ul style="list-style-type: none"> <li>• LincPass Security Officer</li> <li>• LincPass Security Policy</li> <li>• Headquarter COOP Coordinator</li> <li>• Headquarter Pandemic Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• 202-720-9865</li> <li>• <a href="mailto:carol.fleming@wdc.usda.gov">carol.fleming@wdc.usda.gov</a></li> </ul>
Renea Morton	<ul style="list-style-type: none"> <li>• LincPass Policy for Contractors</li> <li>• LincPass Badges for Contractors</li> <li>• Security Adjudications for Contractors</li> <li>• Security Adjudications for Contractors</li> <li>• Contractor Security Clearances</li> </ul>	<ul style="list-style-type: none"> <li>• 202-720-1607</li> <li>• <a href="mailto:renea.morton@wdc.usda.gov">renea.morton@wdc.usda.gov</a></li> </ul>
Arthur Greene	<ul style="list-style-type: none"> <li>• Kansas City Team Supervisor</li> <li>• EPD Lead Trainer</li> <li>• LincPass Security Officer</li> <li>• Kansas City COOP Coordinator</li> <li>• Kansas City Pandemic Coordinator</li> <li>• Contractor Due Process Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• 816-926-1714</li> <li>• <a href="mailto:arthur.greene@kcc.usda.gov">arthur.greene@kcc.usda.gov</a></li> </ul>
Carmen Pitts	<ul style="list-style-type: none"> <li>• Personal Security Specialist</li> <li>• Kansas City LincPass Registrar</li> <li>• Kansas City LincPass Activator</li> <li>• EPD Lenel/LincPass Trainer</li> </ul>	<ul style="list-style-type: none"> <li>• 816-926-6112</li> <li>• <a href="mailto:carmen.pitts@kcc.usda.gov">carmen.pitts@kcc.usda.gov</a></li> </ul>
Angelia Amrine	<ul style="list-style-type: none"> <li>• Personal Security Specialist</li> <li>• Lenel System Processor</li> </ul>	<ul style="list-style-type: none"> <li>• 816-926-6128</li> <li>• <a href="mailto:angelia.amrine@kcc.usda.gov">angelia.amrine@kcc.usda.gov</a></li> </ul>
Donald Butler	<ul style="list-style-type: none"> <li>• Personal Security Specialist</li> <li>• Kansas City HSPD-12 Support</li> <li>• Kansas City Building Access Badges</li> </ul>	<ul style="list-style-type: none"> <li>• 816-926-1679</li> <li>• <a href="mailto:donald.butler@kcc.usda.gov">donald.butler@kcc.usda.gov</a></li> </ul>