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Fiscal Year (FY) 2012 DCHA/OFDA Policy Cable Containing Guidance on Disaster Planning Response

A Mandatory Reference for ADS Chapter 251

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The FY 2012 Cable supersedes the FY 2011 Disaster Planning and Response Cable.

The cable provides general guidance to all posts concerning support from USAID's Office of U.S. Foreign Disaster Assistance within the Bureau for Democracy, Conflict, and Humanitarian Assistance (USAID/DCHA/OFDA) before, during, and after the occurrence of natural and man-made disasters in FY 2012.

The cable contains updated contact information for USAID/OFDA staff in Washington, D.C., and various locations throughout the world. In addition, the cable contains a section detailing USAID/DCHA/OFDA coordination with the Department of Defense (DoD) during a disaster response. The cable should be used in conjunction with [ADS 251, International Disaster Assistance](#).

251mad_021312

USAID's Office of U.S. Foreign Disaster Assistance: Guidance for Disaster Planning and Response – FY 2012

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Pass Line:	PASS TO USAID/DIRECTORS/REPS AMEMBASSY DCMS, PASS TO MISSION DISASTER RELIEF OFFICERS NSS FOR KLOWRY GENEVA FOR NKYLOH ROME FOR USAID/OHA HSPANOS USUN FOR DMERCADO BRUSSELS FOR PBROWN
Subject:	USAID's Office of U.S. Foreign Disaster Assistance: Guidance for Disaster Planning and Response – FY 2012

1. This is an action cable. Please see paragraph 6.
2. Summary: This cable provides guidance to all posts concerning support from USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA) before, during, and after the occurrence of natural disasters and complex emergencies abroad in Fiscal Year (FY) 2012. USAID/OFDA's mission and capabilities for coordinating and managing U.S. Government (USG) assistance in response to disasters and crises are also outlined. Procedures highlight the need for continuous USAID/OFDA, USAID mission, and U.S. Embassy collaboration in the planning process for disaster response, as well as regular and sustained communication between Mission Disaster Relief Officers and USAID/OFDA regional staff to ensure timely, appropriate, and effective USG emergency response and humanitarian assistance. Relief assistance for ongoing disasters requires a re-declaration cable at the beginning of each USG fiscal year, October 1. The guidance provided in this cable should be used in conjunction with USAID's Automated Directives System 251 on international disaster assistance and the Foreign Affairs Manual (2 FAM 061.1-066.8, including section 2 FAM 066.3(d)) on assistance to internally displaced persons. Posts are encouraged to contact USAID/OFDA regional staff and staff in Washington, D.C., for additional information, guidance, and clarification. This cable has also been cleared by State F and State M/PRI. End summary.

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USAID/OFDA's Mission

4. USAID/OFDA, within USAID's Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA), is responsible for providing international disaster and humanitarian assistance and coordinating the USG response to declared disasters in foreign countries. USAID/OFDA's mandate is to save lives, alleviate human suffering, and reduce the social and economic impact of disasters. Through support for programs in disaster mitigation, preparedness, and training, USAID/OFDA also seeks to address the underlying hazards and vulnerabilities that create disaster risks and exacerbate the negative impacts of disasters. USAID/OFDA carries out its mandate in coordination with affected countries, other USG agencies and offices, other donor governments, non-governmental organizations (NGOs), U.N. agencies, and other public international organizations (PIOs). (Note: USAID/OFDA's responsibility and authority are specified in the Foreign Assistance Act of 1961, as amended, sections 491-493, and from delegated Presidential Authority. End note.)

Designation and Role of a Mission Disaster Relief Officer

5. USAID/OFDA works closely with USAID missions and embassies around the world to coordinate disaster preparedness and humanitarian assistance in response to a disaster. The Mission Disaster Relief Officer (MDRO) is appointed by the Chief of Mission (CoM) and is the point of contact at post for disaster-related information, planning, and activities affecting the host country. Designation of an MDRO is a requirement per 12 Foreign Affairs Handbook 1 H 244.10. In posts that have a USAID mission, the CoM often delegates the responsibility for selecting the MDRO and the alternate MDRO to the USAID mission director. The MDRO should be a regular member of post's Emergency Action Committee (EAC) and is responsible for preparing and maintaining Annex J of the Emergency Action Plan (EAP), entitled Assistance to Host Country in a Major Accident or Disaster. The MDRO serves as the incident commander for Annex J and ensures that post personnel are familiar with its contents. The template for Annex J can be downloaded from the State Department intranet at <http://arpsdir.a.state.gov/fam/12fah01/12fah010000anJ.html>. If the MDRO is not routinely included in EAC meetings, USAID/OFDA encourages the MDRO to brief the EAC at least once a year on the status of Annex J of the EAP. The EAC needs to know who the MDRO is and that the MDRO is the point of contact for disaster preparedness and response issues related to the host population. The MDRO should be familiar with the host government's disaster authorities and its capabilities, as well as other potential humanitarian partners. MDROs should also continually liaise with the USAID/OFDA Principal Regional Advisor and with staff at post from the Department of Defense (DoD) and the State Department's Bureau of Population, Refugees, and Migration (State/PRM). An alternate MDRO assists and

replaces the MDRO during periods of absence. USAID/OFDA recommends that the alternate MDRO be a Senior Foreign Service National to provide consistency and continuity.

6. **ACTION:** It is essential that USAID/OFDA have the most current contact information on file for MDROs and alternate MDROs to facilitate a rapid USG response to a declared disaster. Posts should provide updated contact information for MDROs and alternates, including names, titles, tour end dates, contact numbers (office phone, home phone, cellular phone, and fax), and e-mail addresses to the USAID/OFDA Mission Disaster Preparedness Coordinator at missiondisasterpreparedness@usaid.gov. If your post has already provided updated contact information in response to reftel A, and none of the contact information has changed, please disregard this request.

When a Disaster Occurs

7. **Initial Steps:** The MDRO should undertake several actions when a disaster occurs. The MDRO should verify the scope and magnitude of the event and the humanitarian impact through established information contacts and networks, including host government officials; other embassies, particularly other donor governments; NGOs; U.N. agencies; and other PIOs. The MDRO should then immediately notify the CoM and provide an overview of the situation. Depending on the nature of the disaster, the post's EAC may be convened. The MDRO's initial point of contact for response options should be USAID/OFDA's Principal Regional Advisor in the affected region to ensure effective communication and coordination (contact information is in paragraph 22). If a disaster declaration is warranted, the MDRO will draft the disaster declaration cable (see paragraph 9), for approval by the CoM.

8. **Issuing a Disaster Alert Cable:** If it appears likely that USG assistance will be necessary and appropriate, the MDRO should draft a disaster alert cable to USAID/OFDA providing background and current information regarding the disaster and post's anticipated course of action. This cable should be sent even if post has no immediate plans to request disaster assistance from USAID/OFDA. The addressee on the caption line of all field cables must be "DCHA/OFDA" for internal USAID routing purposes. Information provided in disaster alert cables should be unclassified.

9. **Issuing a Disaster Declaration Cable:** While a disaster alert cable is not required, though strongly encouraged, a disaster declaration cable is necessary for USAID/OFDA to provide humanitarian assistance. In the event of a rapid-onset disaster that does not allow sufficient time for both a disaster alert and disaster declaration cable, only a disaster declaration cable is needed; however, sequencing should be coordinated with USAID/OFDA. To request assistance from USAID/OFDA in the disaster declaration cable, the CoM must determine that the disaster satisfies the following criteria: 1) the disaster is of such magnitude that it is beyond the host

country's ability to respond adequately; 2) the host country has requested or will accept USG assistance; and 3) it is in the interest of the USG to provide assistance. This determination should be made in consultation with the USAID/OFDA Principal Regional Advisor. For countries without an official U.S. diplomatic presence, the Assistant Secretary of State for the appropriate region may declare a disaster via a memorandum from the State Department to the USAID/OFDA Director. Important: when issuing the disaster declaration cable, posts should also email a copy of the cable to USAID/OFDA in Washington, D.C., to ensure that the cable is received quickly, including contacting the appropriate USAID/OFDA staff, as well as the USAID/OFDA duty officer at ofdadutyofficer@usaid.gov.

10. Information to Include in the Disaster Declaration Cable: The cable from post requesting USAID/OFDA's assistance should describe the disaster and provide the following information: 1) confirmation that the disaster satisfies the three declaration criteria (see paragraph 9); 2) the extent to which the host country requires international assistance to respond adequately to the disaster; and 3) the intended use of requested resources, including recommended organizations through which funds may be channeled. Other requested information includes estimated numbers of people dead, injured, displaced, and affected; immediate humanitarian needs; disaster background information, such as geographic location and damage to infrastructure, crops, and livestock; other donor efforts and contributions; and additional information from available assessment reports, as appropriate.

11. Disaster Assistance Request: The CoM can request up to USD 50,000 for immediate disaster relief from USAID/OFDA. Any assistance requested above this amount must be coordinated with and approved by USAID/OFDA in advance of transmitting the cable. These funds are to be used for immediate disaster relief or rehabilitation, not for long-term reconstruction or to purchase food. Posts should award funds within 72 hours after receipt of the USAID/OFDA response cable. Humanitarian and relief assistance should generally be designated for existing implementing organizations rather than for host nation institutions. Relief assistance may be provided for as long as a humanitarian emergency exists, within the fiscal year, and as verified by the USAID/OFDA Principal Regional Advisor. For ongoing disasters, additional funds may be provided the following fiscal year if the disaster is re-declared.

12. Coordination with the Consular Section: Although the MDRO is only responsible for disaster-related issues affecting the host population, the MDRO should notify the chief of the consular section as soon as possible after a disaster occurs. The consular section is responsible for ascertaining the welfare of American citizens who may be affected by the disaster and for warning Americans not to travel to the disaster zone. When known, the MDRO should share information with the consular section about any American casualties resulting from the disaster and should advise Americans encountered in the disaster area to contact the consular section. The consular section frequently receives welfare-and-whereabouts queries from concerned family members in the initial stages of a crisis or after a disaster has occurred.

13. **Other Significant Actions by the MDRO:** In addition to the above actions, the MDRO should start a log of significant events and provide regular, numbered situation report cables to USAID/OFDA that update and expand on the initial disaster declaration cable. The MDRO should also alert and/or maintain regular contact with relevant organizations, including host government officials, the USAID/OFDA Principal Regional Advisor, DoD representatives, State Department staff, NGOs, other donors, U.N. agencies, and PIOs. The MDRO should brief the EAC as necessary; gather preliminary assessments of funding, commodity, and other operational requirements, including logistics and transport; and identify potential relief channels. The MDRO should also keep the embassy's public affairs officer advised of both the scope of the disaster and the details of the mission's response.

How USAID/OFDA Provides Assistance

14. **Capabilities:** In addition to releasing up to USD 50,000 for immediate disaster relief, USAID/OFDA has several other response options, including the deployment of USAID/OFDA regional staff, an assessment team, or a Disaster Assistance Response Team (DART); provision of relief commodities from USAID/OFDA stockpiles; and additional disaster funding for NGOs, agencies, and PIOs via emergency assistance proposals or appeals. (Note: Except for deployment of regional staff and assessment teams, all USAID/OFDA response options require issuance of a disaster declaration. End note.) The decision, made by the USAID/OFDA Director, to use these additional capacities is based on the magnitude of the disaster and the host country's own response capabilities. These response options are described below:

- A. **Principal Regional Advisors:** The USAID/OFDA Principal Regional Advisor is the first point of contact for the MDRO and often the first USAID/OFDA staff member to arrive on the disaster scene. USAID/OFDA Principal Regional Advisors and other Regional Advisors conduct vulnerability and damage assessments, provide pre-disaster guidance, coordinate with other donors, monitor and report on programs, determine the need for relief commodities, coordinate with post on overall USG relief efforts, and work closely with U.N. agencies, Red Cross/Red Crescent societies, NGOs, and PIOs. (Note: See paragraph 22 for USAID/OFDA regional staff contact information. End note.)
- B. **Assessment Teams:** USAID/OFDA's assessment teams are typically composed of both regional and sector-specific specialists (such as experts in health, nutrition, agriculture, water and sanitation, shelter, geohazards, logistics, protection, and disaster management), information officers, and management staff familiar with USAID/OFDA policies, procedures, and general coordination and programmatic functions. The assessment team provides information and recommendations to make timely decisions regarding the USG disaster response.
- C. **Disaster Assistance Response Team:** If the size or complexity of the disaster merits, a DART may be deployed to a disaster-stricken

country at the discretion of the USAID/OFDA Director, with the concurrence of the CoM. The DART assists post with the management of the USG response to the disaster. The DART leader reports to the CoM, to ensure that USG disaster relief efforts are coordinated, and concurrently to the USAID/OFDA Response Director in Washington, D.C., to ensure that USAID/OFDA's mandate and mission are carried out effectively. DART composition is determined by the USAID/OFDA Director. Specific information on the composition, capabilities, and support requirements of the DART will be provided to post via cable upon team deployment.

- D. USAID/OFDA Relief Commodities: USAID/OFDA may provide disaster relief commodities (such as blankets, plastic sheeting for shelter, and water containers) from USAID/OFDA worldwide stockpiles when appropriate. USAID/OFDA can contract transportation services via sealift or land transport. USAID/OFDA may also fund air transport of emergency commodities when urgent delivery is required. Commodity shipment requests must identify the responsible consignee and in-country point of contact, including name, telephone number, and fax number. Posts should also affirm that arrangements for the distribution of commodities have been secured. Requests for USAID/OFDA assistance should indicate any limitations on the size and capacity of the receiving airport, seaport, and/or warehouse, including the availability of discharge labor and facilities. Requests should also indicate whether uniformed service personnel and/or other DoD staff are authorized to travel in-country, as USAID/OFDA may use DoD in a supporting role to assist with the transport of emergency relief commodities when, for example, commercial alternatives are unavailable or when unique military capabilities can expedite relief efforts during urgent, life-saving situations. USAID/OFDA may request post's assistance, when necessary, in arranging for customs clearance of commodities.
- E. NGO and U.N. Agency and Other PIO Funding: USAID/OFDA can provide funding to NGOs or U.N. agencies and other PIOs to implement emergency assistance programs. NGOs do not have to be U.S.-based, nor do they have to be registered as private voluntary organizations with USAID, to be eligible to receive International Disaster Assistance (IDA) funding. USAID/OFDA solicits each post's expertise, via the MDRO, about capabilities within the NGO community when making funding decisions. USAID/OFDA may support local Red Cross/Red Crescent societies with direct grants or through the American Red Cross, the International Federation of Red Cross and Red Crescent Societies (IFRC), and/or, in consultation with State/PRM, the International Committee of the Red Cross (ICRC). Alternatively, USAID/OFDA may provide funds in a fund citation for USAID missions or embassies to enter into a direct agreement with local Red Cross/Red Crescent societies, NGOs, U.N. agencies, or PIOs. Please note that USAID has designated the IFRC, the ICRC, and the International Organization for Migration as PIOs for grant-making purposes.

Accountability

15. Disaster assistance is subject to the same audit oversight as other forms of aid. Grant recipients and contractors are accountable for funds, supplies, materials, and equipment in accordance with the terms of their grants, cooperative agreements, and contracts. International disaster assistance legislation contains a “notwithstanding” clause enabling goods and services to be procured outside federal acquisition regulations during an emergency. As a matter of policy, the clear preference is for USAID to follow standard procurement procedures, to the maximum extent possible, for routine disaster procurement. It is acknowledged, however, that the interests of competition are secondary and must give way to the overriding objective of providing humanitarian assistance in a timely manner. Posts should, nevertheless, verify that contractors and grantees are responsible and that goods and services are reasonably priced. USAID missions in recipient countries are responsible for monitoring grantee and contractor programs, including disaster funding disbursement and accounting. Any questions regarding the “notwithstanding” authority can be directed to the USAID assistant general counsel for DCHA or to the regional legal advisor.

16. Section 2110 of the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005, provides that funds marked as IDA may not be obligated to an organization that fails to adopt a code of conduct providing for the protection of beneficiaries of assistance under such heading from sexual exploitation and abuse in humanitarian relief operations. This provision applies to funds obligated for FY 2005 and for subsequent fiscal years. To this end, the following language should be included in all IDA-funded awards:

Code of conduct for the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations:

--as a condition for this award, it is understood by USAID and affirmed by the recipient that the recipient has adopted a code of conduct for the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations. Such code of conduct must be consistent with the United Nations Inter-Agency Standing Committee task force on protection from sexual exploitation and abuse in humanitarian crises, which includes the following core principles:

--sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment; --sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense;

--exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior, is prohibited. This includes exchange of assistance that is due to beneficiaries;

--sexual relationships between humanitarian workers and beneficiaries are strongly discouraged, since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work;

--where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same humanitarian aid agency or not, s/he must report such concerns via established agency reporting mechanisms; and

--humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

USAID/OFDA Sector-Specific Assistance

17. USAID/OFDA may provide assistance and perform or support assessments in, but not limited to, the sectors listed below. For additional sector information, please see the Additional Program Description Requirements for the appropriate sector in the USAID/OFDA Guidelines for Unsolicited Proposals and Reporting: http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/updated_guidelines_unsolicited_proposals_reporting.pdf. Please also see the latest sector updates: http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/sectors/index.html.

A. Protection: USAID/OFDA incorporates protection into its response planning and programs, which means minimizing the risks and addressing the effects of harm, exploitation, and abuse for disaster-affected populations. At a minimum, USAID/OFDA seeks to ensure that assistance programs “do no harm.” USAID/OFDA approaches protection by mainstreaming protection into other relief activities and through standalone protection activities.

B. Shelter: USAID/OFDA can provide emergency shelter supplies or support the local purchase of shelter materials, if needed. When and where possible, USAID/OFDA promotes the use of local materials and labor, which often results in locally acceptable emergency shelter solutions and needed employment generation. In addition, USAID/OFDA promotes shelter solutions that mitigate the effects of such natural hazards as earthquakes or floods. Because USAID/OFDA does not

encourage the establishment of tent camps for public health, environmental, social, and economic reasons, tents will be provided only in rare circumstances, and primarily as part of non-camp shelter responses.

C. Water: USAID/OFDA recognizes the critical role water quality and quantity play in the health and survival of disaster-affected populations. USAID/OFDA may fund the provision of water through water source development, water treatment, water storage, or the rehabilitation of existing facilities. USAID/OFDA can also provide 10-liter collapsible water containers. Hygiene education to reduce disease transmission must accompany any water project.

D. Sanitation and Hygiene: USAID/OFDA recognizes the importance of addressing sanitation and hygiene issues during an emergency. To that end, USAID/OFDA may fund activities related to the appropriate disposal of excreta. Hygiene promotion to reduce disease transmission must accompany any sanitation project.

E. Health: USAID/OFDA generally provides funding for primary health programs that address treatment of acute disease conditions, as well as health promotion and disease prevention. Medical supplies and essential drugs needed to support emergency health programs will be funded if they come from USAID-approved sources. USAID/OFDA also funds the rehabilitation of clinics damaged by emergencies but will generally not fund the reconstruction of hospitals.

F. Nutrition: USAID/OFDA funds emergency nutrition programs, including supplementary feeding programs, community-based therapeutic care, and in-patient stabilization centers to treat and prevent acute malnutrition. Furthermore, USAID/OFDA will support nutritional surveys and surveillance, as well as training in the management of malnutrition.

G. Agriculture and Livestock: USAID/OFDA can support the distribution of seeds and tools to subsistence farmers through a variety of mechanisms, depending on the type of disaster and its impact on the overall seed system. Seed programs should be tailored to the situation and reflect analysis of constraints due to access and/or availability. With sufficient justification, appropriate methods may include direct distribution, vouchers, or fairs. For more detail, please see Agriculture System Interventions: Important Principles for USAID/OFDA, available at http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/sectors/mods/docs/seed_guidance.pdf. USAID/OFDA may also consider funding emergency livestock programs such as destocking, animal health programs, or the feeding of livestock in prolonged drought situations, but will not fund animal restocking as an acute emergency response. Please see Livestock Interventions: Important Principles for OFDA, available at http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/sectors/mods/docs/livestock_guidances_11-19-02.pdf.

H. Economic Recovery: Disasters can severely disrupt economies and livelihoods. Economic recovery initiatives should be grounded in an understanding of relevant market systems, make use of local skills and assets, and lay the foundation for sustainable economic development.

I. Vulnerable Populations: USAID/OFDA recognizes the importance of identifying and addressing the needs of vulnerable populations, including women, children, the elderly, disabled people, those living with HIV/AIDS, and displaced persons. Depending on the particular context, a person's ethnic origin, religious beliefs, or other distinguishing characteristic may increase his/her vulnerability to potentially dangerous circumstances. When and where possible, USAID/OFDA strives to identify the nature and characteristics of the most vulnerable populations; determine their needs and capacities; limit the coping mechanisms in which these groups may be forced to engage; include populations most at risk in the decision-making process, thus empowering these groups to support their own protection; and help avoid program activities and implementation that may aggravate the populations' vulnerabilities. These actions should be undertaken without discriminating against other populations also vulnerable to potentially dangerous circumstances.

J. Other: USAID/OFDA can support a wide range of humanitarian activities, including technical assistance support for donor coordination units; urban search-and-rescue efforts; projects that support livelihoods; and chemical, biological, radiological, nuclear, and explosive assessments and response, depending on the scope of the disaster and the appropriateness of the response. USAID/OFDA encourages missions to promote donor coordination and host government coordination groups where none exist or to participate in U.N. cluster coordination mechanisms that exist. USAID/OFDA may co-finance emergency programs with other donors when needed.

Coordination with DoD during Disaster Response

18. While the U.S. military generally is not an instrument of first resort in responding to humanitarian crises, it may be called upon to support civilian relief agencies as part of USG disaster relief efforts. U.S. military support may be requested when civilian first-responder capabilities are overwhelmed and when DoD's unique capabilities can expedite relief efforts during urgent situations. Examples of DoD support include transportation assistance such as fixed-wing aircraft or helicopters to move relief commodities and humanitarian personnel or deployment of engineering or medical teams. In addition, a DoD Humanitarian Assistance Survey Team could deploy to an affected region, with the concurrence of the CoM and at the direction of the geographic combatant commander, to support DoD activities requested and validated by USAID. In response to a request for support by the State Department and/or USAID, the Secretary of Defense may provide funding and authorize the relevant Combatant Command to execute a disaster response operation in support of USAID/OFDA. Requirements for DoD

support should be validated by USAID/OFDA prior to making such a request. The State Department and USAID may request support on a reimbursable or non-reimbursable basis. Requests for U.S. military assistance in a disaster are transmitted to DoD via an Executive Secretary memorandum from the State Department or USAID, indicating that civilian first-responder capacities are overwhelmed and that unique U.S. military capabilities are required, together with reimbursable interagency agreements executed pursuant to section 632(b) of the Foreign Assistance Act of 1961.

19. Once specific funding and authorities are authorized for DoD support during a disaster response, USAID/OFDA coordinates with DoD to ensure the best use of DoD's unique capabilities and resources. During large USG disaster responses, USAID/OFDA generally validates and prioritizes DoD missions in country, often via a Mission Tasking Matrix (MITAM) that details specific support missions. However, all DoD disaster response activities, including small projects funded through Combatant Commands or U.S. military services, should be coordinated with USAID/OFDA, even in cases in which the State Department or USAID does not make specific requests for DoD assistance. In such cases, USAID/OFDA will either validate the need or decline DoD's offer of support from a humanitarian perspective. Validation does NOT/NOT necessarily mean that USAID/OFDA will fund the support, but rather confirms the value of DoD's offer. This ensures that all USG disaster response activities are well coordinated and adhere to the best practices of providing disaster assistance.

20. USAID/OFDA's Military Liaison Team (MLT) provides regular engagement and coordination with DoD and expertise on chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards before, during, and after disasters. The MLT comprises a Military Liaison Unit (MLU) and a CBRNE Unit. The MLU's Humanitarian Assistance Advisors are permanently based at the following DoD Combatant Commands: Africa Command (AFRICOM), European Command (EUCOM), Central Command (CENTCOM), Pacific Command (PACOM), and Southern Command (SOUTHCOM). The Humanitarian Assistance Advisor based at SOUTHCOM also handles humanitarian assistance issues at Northern Command (NORTHCOM). The MLU facilitates the Joint Humanitarian Operations Course (JHOC), a two-day course for U.S. military audiences on working with USAID/OFDA during disaster responses. For more information about the MLU, the CBRNE Unit, or the JHOC, please contact MLU@usaid.gov.

Donations Guidance

21. USAID has developed a message regarding donations, based on years of experience, to manage the public's response to overseas disasters. Members of the public often respond to disasters by spontaneously collecting commodities or offering untrained volunteer services, both of which can seriously hamper relief efforts. Experience has also demonstrated that public statements from USG officials concerning humanitarian aid are often misinterpreted as general pleas for any type

of assistance, including commodities and volunteers. The most effective way the American public can assist relief efforts is by making cash contributions to reputable humanitarian organizations that are conducting relief operations. RefTel B provides additional information on the most effective and appropriate ways the public can support humanitarian activities. The U.S. Embassy or USAID mission can assist with these efforts by recommending the use of messages in RefTel B in any public statements. Information on identifying humanitarian organizations that are accepting cash donations is also available from the Center for International Disaster Information (CIDI) at <http://www.cidi.org> or 202-821-1999 and also at <http://www.interaction.org>. USAID does not accept in-country donations.

USAID/OFDA Regional Offices

22. USAID/OFDA Principal Regional Advisors: During a disaster, the USAID/OFDA Principal Regional Advisor should be the first point of contact. The following sub-paragraphs identify the location and contact information for the various USAID/OFDA regional offices and sub-offices.

Further information regarding OFDA's regional divisions is available at http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/directories/regional_teams_new.html.

A. East and Central Africa: Ms. Georgianna Platt is USAID/OFDA's Principal Regional Advisor for East and Central Africa (ECA) based in Nairobi, Kenya. Mr. David Coddington, Mr. Nicholas Cox, and Ms. Sureka Khandagle are Regional Advisors for ECA. USAID/OFDA's ECA regional office can be reached at 254-20-862-2000. Ms. Catherine (Kate) Farnsworth is the Senior Humanitarian Advisor based in Addis Ababa, Ethiopia. Ms. Farnsworth can be reached at 251-111-306-546. Mr. Tahir Ali is the Senior Humanitarian Advisor based in Khartoum, Sudan. Mr. Ali can be reached at 249-1-870-2-2000, extension 2933.

B. Southern Africa: Mr. Harlan Hale is USAID/OFDA's Principal Regional Advisor for Southern Africa based in Pretoria, South Africa. USAID/OFDA's Southern Africa regional office can be reached at 27-12-452-2000.

C. West Africa: Mr. Victor Bushamuka is USAID/OFDA's Regional Advisor for West Africa based in Dakar, Senegal. Mr. Ron Mortensen is an Acting Regional Advisor. USAID/OFDA's West Africa regional office can be reached at 221-33-869-6100.

D. Europe, the Middle East, and Central Asia: Mr. Jack Myer is the Principal Regional Advisor for Europe, the Middle East, and Central Asia (EMCA) based in Budapest, Hungary. USAID/OFDA's EMCA regional office can be reached at 36-1-475-4314. Ms. Marcella Michaud is the Regional Advisor for Central Asia and the Caucasus based in Almaty, Kazakhstan. Ms. Michaud can be reached at 7727-250-7612, extension 6421. Mr. Dennis Johnson is the Regional Advisor for the Middle

East based in Cairo, Egypt. Mr. Johnson can be reached at 20-2-25522-7060. Mr. Andrew Barash is the Senior Humanitarian Advisor based in Baghdad, Iraq. Mr. Barash can be reached at 202-216-6276, extension 1408.

E. South Asia: Mr. William Berger is USAID/OFDA's Principal Regional Advisor for South Asia based in Bangkok, Thailand. Additional Regional Advisors for South Asia are Mr. Robert Friedman and Ms. Andrea Tracy. USAID/OFDA's South Asia regional office can be reached at 66-2-257-3271. Ms. Stacey Ballou is the Acting Senior Humanitarian Advisor based in Islamabad, Pakistan. Ms. Ballou can be reached at 92-51-208-1280.

F. East Asia and the Pacific: Mr. Alan Dwyer is USAID/OFDA's Principal Regional Advisor for East Asia and the Pacific based in Bangkok, Thailand. Additional Regional Advisors for East Asia and the Pacific are Mr. Brian Heidel and Mr. Ben Hemingway. USAID/OFDA's East Asia and the Pacific regional office can be reached at 66-2-257-3271.

G. Latin America and the Caribbean: Mr. Tim Callaghan is USAID/OFDA's Senior Regional Advisor for Latin America and the Caribbean (LAC) based in San José, Costa Rica. Additional Regional Advisors for LAC are Mr. Phil Gelman, Mr. John Kimbrough, Ms. Julie Leonard, and Mr. Sidney Velado. Mr. Stephen McAndrew is an Acting Regional Advisor. USAID/OFDA's LAC regional office can be reached at 506-2296-3554 or 506-2290-4133.

USAID/OFDA Washington, D.C., Contacts

23. All requests for funds, situation reports, and other information should be directed to the following Team Leaders and Regional Coordinators at USAID/OFDA in Washington, D.C.: Ms. Cara Christie (ECA): 202-712-1119; Ms. Fiona Shanks (Southern and West Africa): 202-7124444; Mr. Alex Mahoney (EMCA): 202-712-5103; Ms. Christine Gottschalk (South Asia and East Asia and the Pacific): 202-712-0873; and Mr. Greg Elder (LAC): 202-712-5154. If the Team Leader or Regional Coordinator is not available, an alternative contact is Ms. Kasey Channell, USAID/OFDA's Acting Disaster Response Division Director. Ms. Channell can be contacted at 202-712-4167. Contact information is regularly updated on USAID/OFDA's website, http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/directories/index.htm

1. The name and contact information of the appropriate Team Leader, Regional Coordinator, or other designated team member will also be included in USAID/OFDA's cable response to the disaster declaration. Posts also may call USAID/OFDA at 202-712-0400 during daytime hours (0800-1700 hours local time) in Washington, D.C. After business hours, evenings, weekends, and holidays, the USAID/OFDA duty officer may be contacted by phone at 301-675-5953 or by email at OFDA-dutyofficer@usaid.gov. Alternatively, the USAID/OFDA duty officer may be

reached by calling the State Department’s Operations Center at 202-647-1512. USAID/OFDA’s fax numbers are 202-216-3706 and 202-216-3707.

State Department Crisis Management Contacts

24. Co-located in the Operations Center, the State Department’s Office of Crisis Management Support (State/CMS) is the Secretary of State’s central mechanism for communication, coordination, and policy control. State/CMS maintains a SharePoint with valuable information, including emergency checklists for CoMs, evacuation primers, response teams available to posts, and lessons learned from previous crises. State/CMS can be reached at 202-647-1512 or SES-O_CMS@state.gov. For consular-specific resources, please contact the Crisis Management Unit in the Bureau of Consular Affairs at CA-Crisis-Mgt@state.gov.

25. Minimize considered.

Signature:	USAID/DCHA/OFDA: LHYATT
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