

# Guidance Document for Plant Protection and Quarantine (PPQ) and National Plant Board (NPB) For Resource Sharing Between States

## Introduction

The goal of PPQ/NPB resource sharing is to provide a greater pool of resources (e.g., responders, lab capacity, and equipment) to support plant health responses across collaborating States. As Federal and state resources have grown scarcer in recent years, it has become increasingly challenging to support cooperative response efforts. Experience with running two emergency response efforts concurrently has highlighted how challenging it is to staff a response until longer-term hiring can occur or the response effort concludes. Response to a pest outbreak is generally a federal-state cooperative effort involving federal and state funds, equipment, technology, and personnel. At the start of a response, the personnel usually come from local state and federal staffs. As response efforts expand, a federal incident management team may be deployed and may seek additional resources from PPQ, its parent Agency, the Animal and Plant Health Inspection Service (APHIS), or other federal agencies to take a temporary duty assignment to the response for a designated period of time. Resource sharing is intended to provide an additional pool of resources for emergency response—state personnel from states not directly involved in the response.

Deployment of any state personnel to another state or use of state resources by another state is purely voluntary. It would only occur under this process if the pest involved is a federally actionable quarantine pest and only if funding is identified to support the response. The mechanism to deploy state personnel from one state to another would be a cooperative agreement executed under the Terms and Conditions that exist between PPQ and each state. The cooperative agreement would be entered into between the State Plant Regulatory Official (SPRO) and the PPQ State Plant Health Director (SPHD) or designee in the state providing assistance (to be referred to as the providing state). Once the agreement is executed, the providing state can deploy the needed resources to the State requesting assistance (to be referred to as the requesting state).

The purpose of this Guidance Document is to be a reference for participating states. The document describes the process for a state to request additional resources to support a pest response and for the providing state to deploy those resources to the requesting state. Under a resource sharing scenario, all parties will have specific responsibilities:

- The state requesting assistance will be responsible for making the request to the Regional Plant Board President
- The Regional Plant Board President will be responsible for reviewing the request and submitting it to the NPB President on behalf of the requesting state

- The NPB President will be responsible for reviewing the request; sharing the request with NPB members to determine whether volunteers are available; and submitting the request to PPQ's Executive Director, Emergency and Domestic Programs (EDP).
- PPQ will be responsible for evaluating the request; identifying funding, if appropriate; responding to the request with a final determination; managing associated agreements; and providing appropriate training.
- The state providing assistance will be responsible for developing the work and financial plans to execute a cooperative agreement; consult with the requesting state on any additional agreements or conditions that need to be established; and managing the deployment of resources to the requesting state.
- The state requesting assistance will, if the request is approved, manage and oversee the resources provided in response to the request; track and address performance and conduct; track time and attendance; address safety and security issues for responders; use and track funds; and complete any necessary training.

Communication is key to successful resource sharing and having a good working relationship between SPHD and SPRO is paramount.

## Process for Requesting and Evaluating Resources

There are several steps in the process of requesting resources from other states:

- Identify and define the need
- Make the request
- Review and evaluate the request
- Respond to the request

### *Identify and Define the Need*

If the pest is considered to be a federally actionable quarantine pest, the State Plant Regulatory Official (SPRO) and State Plant Health Director (SPHD) in the state with a need for resources will discuss the types of resources needed. A federally actionable quarantine pest is a pest of potential economic importance that is not yet present in the United States, or present but not widely distributed and subject to official control. If a federally actionable quarantine pest is found at a port of entry, it would be subject to risk mitigation measures. If found in the United States, PPQ and or the states may take action to eradicate or manage the pest depending upon availability of effective tools and resources.

### *Making the Request*

The Request Form Template (see Appendix A) will be used to document the requesting state's needs. The SPRO making the request for assistance will email the completed form to the Regional Plant Board President for review. The Regional Plant Board President will then submit the request to the National Plant Board President for review.

The NPB President will email the request to its members and ask for interested states to respond with the types and numbers of resources they can deploy if the request is approved.

### *Reviewing and Evaluating the Request*

The Regional and National leadership will evaluate requests in a timely fashion, although a specific timeline is not defined because of the scope of each request will be different. The NPB leadership should consider the urgency of each request and factor in the need for APHIS to identify a funding source or secure funding. The factors for evaluation will be highly variable based on the pest, location, and scope of the outbreak. The Regional and National Plant Boards and APHIS will determine the criteria used to evaluate the request based on the details provided. Some factors that may be important include, cross training, basic resource needs, pest severity, and funding.

After the NPB submits the Request Form Template to the PPQ, the Executive Director, Emergency and Domestic Programs will assign staff to evaluate the request. The evaluation will focus on whether or not the request involves a federally actionable quarantine pest, a response is necessary or desirable, and funding exists to support the response. PPQ may need to seek additional information from the requesting state to fully evaluate the request. PPQ will follow applicable internal processes for finalizing its evaluation and forwarding recommendations for review and approval by PPQ leadership.

### *Responding to the Request*

Based on its evaluation, PPQ will:

- approve the request in writing;
- deny the request, with a written explanation of the reason for denial; or
- modify the request, with a written explanation of the reason for modifications.

A request may be modified for a number of reasons. For example, full funding may not be available to fulfill the entire request or resources may become available from another source. EDP will store and maintain the documentation of the request and final decision.

When a final determination is made, EDP will notify:

- PPQ's Field Operations Leadership
- the SPRO and SPHD in the requesting state
- the SPHD and SPRO in the providing state(s)
- the National Plant Board President
- the Regional Plant Board President representing the requesting state
- the PPQ State Liaison

EDP will also identify the funding source to be used in the cooperative agreement developed by the providing state(s) and communicate the decision to the PPQ unit overseeing the identified funds.

## Executing a Cooperative Agreement

A cooperative agreement is a collection of at least three different documents, [Terms and Conditions](#), a Work Plan (see Appendix B), and a Financial Plan (see Appendix C).

### *Terms and Conditions*

APHIS is responsible for the draft of the [Terms and Conditions](#). This document includes standard language which generally may not be altered by PPQ or the State.

### *Work and Financial Plans*

The providing state has the needed resources and will receive reimbursement from PPQ for the use of those resources. For this reason, the SPHD and SPRO in the providing state will initiate development of the work plan and financial plans that constitute the final parts of a cooperative agreement, along with the standard Terms and Conditions. The SPHD and SPRO in the providing state will coordinate with the requesting state, as needed. The PPQ National Operations Manager (NOM) responsible for the program will manage the final review of the work and financial plans, following established procedures for cooperative agreements. NOM's will serve as the primary POC for all questions related to the development of the work and financial plans. The PPQ Agreements Specialist will enter the agreement opportunity in ezFedGrants and provide support to the agreement development and review process. All APHIS agreement policies will be followed.

The details for what should be included in the work and financial plans can be found in Appendices B and C. If use of a federally-owned vehicle is part of the agreement, the standard language regarding use of Federal vehicles will be added as an addendum by the Agreement Specialist.

The providing SPROs will act as the Recipient Organization's Authorized Representative (ROAR) or identify an appropriate ROAR.

### *Addressing Issues Outside the Scope of the Agreement*

There will be issues that fall outside the scope of the cooperative agreement. These issues should be addressed through dialog and concurrence between the providing SPRO and the requesting SPRO. Issues may include:

- 1) Liability
- 2) Union agreements
- 3) Employee supervision and human resources requirements that are state-specific
- 4) Worker limitations
- 5) Safety equipment needs

- 6) Uniform requirements
- 7) Access to state data systems and use of data contained in state systems

### *Closeout of the Agreement*

Standard agreement processes will be used to close out the Agreement.

### Deployment of Resources

Resources can be people or equipment and use of resources may or may not require travel. For example, a state may have a soil processing laboratory available to screen and identify nematodes. This would mean that the soil samples would travel to the laboratory. In this instance the sample processing would complete the “deployment.” This type of support can be invaluable to a response. In addition, administrative support such as ordering supplies or maintaining records may be done remotely.

However, deployment of human resources to the incident location will often be necessary. For plant pest response incidents, particularly response to a newly introduced pest, the resources being shared will generally be incorporated into an Incident Command System (ICS) under a unified command structure. This will ensure effective communication and smooth transition between deployments.

Specific details associated with travel, reporting lines, equipment, supplies and materials, salaries, benefits, etc., will be addressed in the work and financial plans or in supplemental information to be provided by the requesting state. Travel arrangements will be made by the responding employee(s), following the procedures used in their respective state departments of agriculture. However, be aware that because Federal funds will be used to reimburse the state providing resources, travelers should stay within the Federal *per diem* rates (lodging together with meals and incidental expenses) established by the General Services Administration. *Per diem* rates are adjusted periodically and can be found on this page: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. There is a location look-up tool on the landing page. The responding employee(s) will use the processes established in their respective states to submit for reimbursement.

Refer to Appendix D for an outline of the types of information the requesting state may need to give the providing state to assist with onboarding of responding employee(s).

### Departing the Response - Demobilization

Resources from the providing state will be returned as outlined in established procedures or written agreements.

Once return travel arrangements are confirmed, responding employee(s) should provide return travel dates, itinerary, and mode of transportation to the supervisor at their home duty station to ensure their safe return can be confirmed.

## Mobilization Not Involving Travel to the Response

If human resources are not being deployed to the response location, the requesting SPRO will work directly with the providing SPRO and the responding employee(s) to delineate the duties and expectations of the employee(s) and provide needed guidance or directives associated with the duties. The requesting state will also identify the chain of command the employee(s) in the providing state will be expected to follow.

### *Sharing of Non-Human Resources*

If the resources being shared are equipment, laboratory support, or other facilities, processes associated with deployment and/or use of the equipment, facilities, or support will be delineated in the work plan and any additional agreements worked out between the requesting and providing states.

## Point of Contact

If you have questions about or need assistance with the process, please contact:

Stacie Cain [Stacie.m.cain@usda.gov](mailto:Stacie.m.cain@usda.gov)

Ann Gibbs [Ann.gibbs@maine.gov](mailto:Ann.gibbs@maine.gov)

## Resource Sharing--Acronyms and Definitions Used in this Document

### Acronyms

APHIS	Animal and Plant Health Inspection Service
PPQ	Plant Protection and Quarantine
NPB	National Plant Board
SPHD	State Plant Health Director
SPRO	State Plant Regulatory Official
NOM	National Operations Manager
EDP	PPQ Emergency and Domestic Programs
ADODR	Authorized Departmental Officer Designated Representative
ROAR	Recipient Organization's Authorized Representative
ICS	Incident Command System
IT	Information Technology

### Definitions

***Federally actionable quarantine pest*** – A pest of potential economic importance not present in the United States, or present but not widely distributed and subject to official control. If a found at a port of entry, it is subject to risk mitigation measures. If found in the United States, PPQ and or the states may take action to eradicate or manage the pest depending upon availability of effective tools and resources.

***Requesting state*** – The state requesting assistance with resources.

***Providing state*** -- The state providing human and/or other resources to the requesting state. The providing state will receive federal funding to support their response.

***Request Form Template*** – The form to be completed by requesting state defining its needs.

***Cooperative Agreement*** - A legal instrument facilitating the transfer of something of value (funds) from federal agencies to a cooperator for a public purpose or benefit.

***Terms and Conditions*** – Requirements established by the Federal Government for participation in a cooperative agreement. They are maintained by the APHIS Agreement Services Center, are updated periodically, and generally cannot be changed.

***Work Plan*** - A document that details how the work will be completed in the requesting state.

***Financial Plan*** – A detailed listing of how the providing state will use the funding granted.

***PPQ Agreement Specialist*** – The APHIS PPQ employee who executes the agreement.

## Appendix A – Request Form Template



Appendix A Request  
Template 9-14-20.xls

See embedded spreadsheet for the Request Form Template

## Appendix B – Work Plan

The work plan for a cooperative agreement discusses the roles and responsibilities of the parties signing the agreement—those that are mutual, those accruing to APHIS, and those accruing to the recipient. It also describes the interaction between the parties and their respective resource contributions.

A work plan begins with a face sheet containing the following information:

Work Plan - Fiscal Year XX			
<b>Cooperator:</b>	State department of agriculture providing assistance to the requesting state		
<b>State:</b>	Name of state providing assistance		
<b>Project:</b>	Describe the project name. For example: Response to [Name of Requesting State] to assist with management of [name of pest]		
<b>Project funding source:</b>	Provided by PPQ, Emergency and Domestic Programs		
<b>Project Coordinator:</b>	Coordinator's Name		
<b>Agreement Number</b>	ezFedGrants will generate this number		
<b>Contact Information:</b>	<b>Address:</b>	Address of providing state department of agriculture	
	<b>Phone:</b>	<b>888-867-5309</b>	<b>Fax: 877-876-5309</b>
	<b>Email Address:</b>	<a href="mailto:SPRO@agriculture.gov">SPRO@agriculture.gov</a>	

The table below will help guide the development of the program work plan. The work plan should describe, in detail, the activities to be conducted by the parties to the agreement: PPO and the state department of agriculture in the state providing the resources to the requesting state. Involvement by other parties in the program or project that are incidental to the agreement, should also be discussed and included, if appropriate. The topics outlined in each section will be part of every agreement. The listed subtopics may or may not apply depending upon the nature of the work and request. If a subtopic doesn't apply it is important to include the subtopic and make note that it doesn't apply to the specific agreement.

**WORK PLAN FORMULATION TABLE**

<b>SECTION TITLES</b>	<b>Questions to consider in addressing each Section, as applicable.</b>
<b>I. OBJECTIVES AND NEED FOR ASSISTANCE</b>	<p><b>A. Relevant Need or Problem Requiring a Solution</b> What relevant need or problem requires a solution?</p> <p>Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution.</p> <p>How does the need or problem align with the mission and strategic goals of APHIS?</p> <p><b>B. Supporting Documentation</b> Is there any relevant supporting documentation? The <b>Request Form Template</b> provided by the state requesting assistance should be included here.</p> <p><b>C. Need for Assistance</b> Why and in what way does the applicant need APHIS assistance? Demonstrate the need for the assistance and state the principal and subordinate objectives of the project. The <b>Request Form Template</b> should be referenced here.</p>
<b>II. RESULTS OR BENEFITS EXPECTED</b>	What results or benefits will be derived by providing assistance to the applicant for this cooperative effort? This section should focus on each party's mission and the benefits derived in carrying out a public purpose.
<b>III. APPROACH</b>	<p>What is the overall approach to the project?</p> <p>This Section should discuss an overall plan of action and clearly outline in separate sections the roles and responsibilities that are mutual, those of the recipient, and those of APHIS in terms of work to be performed, expected accomplishments of each party, and resources to be contributed by each.</p> <p>The following subsections will assist in the preparation of a concise proposal that provides APHIS with the information required to determine the appropriateness of a cooperative agreement. These sections are to be included in the work plan as applicable.</p>

	<p><b>A. Plan of Action</b>  What is the overall plan of action for the project pertaining to the scope? How will the proposed work be accomplished for the project? Cite factors that may accelerate or decelerate the work and reasons for taking this approach as opposed to others.</p>
	<p><b>B. Work Performed by Activity or Function</b>  The activities or functions must be within the scope of the Terms and Conditions. Provide a description for each of the activities or resources for which funding is to be expended. Define roles and responsibilities of the parties within each functional area. If specific program protocols, action plans, or uniform rules or other program guidelines must be followed, mention them in this section wherever they apply.</p> <p><b>C. How each Activity or Function is to be Accomplished</b>  By activity or function, what work is to be accomplished? Cite program standards, action plans, or other program guidelines as a standard for conducting the particular functions for this program, as applicable.</p> <p><b>D. Unusual Features</b>  Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.</p> <p><b>E. Resources Required</b>  Specify the resources to be contributed by each party. This information should support what is reflected in the detailed Financial Plan to accompany the Work Plan/Proposal.</p> <p><b>1. Number and Type of Personnel:</b> What numbers and types of personnel will be needed?</p> <p><b>2. Equipment Needed:</b> What equipment will be needed to perform the work? Include major items of equipment with a value of \$5,000 or more. Identify information technology equipment, e.g., computers, and their ancillary components.</p>
	<p><b>a. Equipment Provided:</b> What equipment will be provided by :</p> <ol style="list-style-type: none"> <li>1. the requesting state?</li> <li>2. APHIS?</li> </ol> <p><b>b. Purchased with APHIS Funds:</b> What equipment will be purchased by the recipient in whole or in part with APHIS funds?</p> <p><b>c. Uses for Equipment:</b> How will the equipment be used?</p> <p><b>d. Method of Acquisition:</b> How will the equipment be acquired, i.e., purchase, lease (GSA or commercial, donated by a third party, etc.)? Who will handle acquisition needs? Recipient procurements shall be in accordance with OMB Circulars A-102 or A-110 (Attachment 0), as applicable.</p>

	<p>e. <b>Method of Disposition:</b> What is the proposed method of disposition of the equipment upon termination of the agreement/project?</p> <p>3. <b>Supplies Needed:</b> What supplies will be needed to perform the project activities?</p> <p>a. <b>Supplies Provided:</b> What supplies will be provided by:</p> <ol style="list-style-type: none"> <li>1. the requesting state?</li> <li>2. APHIS?</li> </ol> <p>b. <b>Purchased with APHIS Funds:</b> What supplies will be purchased by the state providing assistance in whole or in part with APHIS funds?</p> <p>c. <b>Uses for Supplies:</b> How will the supplies be used?</p> <p>d. <b>Method of Acquisition:</b> How will supplies be acquired, e.g., purchased, donated by third parties? Who will handle acquisition needs? Recipient procurements shall be in accordance with OMB Circulars A-102 or A-110 (Attachment 0), as applicable.</p> <p>e. <b>Method of Disposition:</b> What is the proposed method of disposition of the supplies with a cumulative value over \$5,000 upon termination of the agreement/project?</p> <p>4. <b>Special Contracts:</b> Are there special contractual requirements, e.g., aerial application, pesticides, cleaning and disinfecting, etc.?</p>
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	<p>Which contracts will be awarded by the recipient and by APHIS?</p> <p>What is the purpose of the contract, i.e., what goods or services are being purchased and for what activity and where? Recipient procurements shall be in accordance with OMB Circulars A-102 or A-110 (Attachment X), as applicable.</p> <p><b>5. Travel Needs:</b> What are the travel needs for the project?</p> <p><b>a. Local Travel:</b> Is there any local travel to daily work sites? What is the purpose? Who, by position type, travels and by what means? Who is the approving official? What are the methods of payment? Indicate number of trips per day/week/month, as appropriate, mileage and related rates plus meals (if authorized by regulation). Total projected mileage, rates, and total costs are to be reflected in the Financial Plan.</p> <p><b>b. Extended Travel:</b> What extended or overnight travel will be performed (number of trips, their purpose, frequency and approximate dates)? What is the purpose? Who is the approving official? What is the method of payment? Indicate number of trips, rates, transportation costs, and total cost in the Financial Plan.</p>
	<p><b>F. Projected Accomplishments:</b> By activity or function, what are the projections of accomplishments to be achieved?</p> <p><b>1. Quantitative Projection of Accomplishments:</b> What are the anticipated accomplishments by month, quarter, or other specified intervals?</p> <p><b>a. Monthly accomplishments:</b></p> <p><b>b. Quarterly accomplishments:</b></p> <p><b>c. Other specified intervals:</b></p> <p><b>2. Non-quantitative Accomplishments:</b> When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and target expected completion dates.</p>
	<p><b>G. Data Collection and Maintenance</b> The narrative is to include any information or data that will be shared with APHIS. What type of data will be collected and how will it be maintained? Address timelines for collection and recording of data. How will APHIS be provided access to the data?</p>
	<p><b>H. Project Evaluation</b></p> <p><b>1. Criteria:</b> What criteria will be used to evaluate the results and successes of the project?</p>

	<p><b>2. Methodology:</b> What methodology will be used to determine if needs identified and discussed are met and if the results and benefits are achieved?</p> <p><b>I. Contributing Parties</b> Are there any other organizations, cooperators, consultants, or other key individuals, in addition to the parties to this agreement, who will be working on the project? Who are they and what is the nature of their effort and their contribution? These organizations would be third party contributors who could be in separate agreements with the parties to the agreement covered by this project.</p>
<p><b>IV. GEOGRAPHIC LOCATION</b></p>	<p>What is (are) the precise location(s) of the project and area to be served by the proposed project? Maps or other graphic aids may be attached. This information is important in determining the extent of the Executive Order 12372 Intergovernmental Review.</p>
<p><b>V. SUPPLEMENTAL INFORMATION</b></p>	<p>If applicable, provide the following information:</p> <p><b>A. Research and Demonstration Assistance</b> Present a biographical sketch of the program director with the following information: name, address, telephone number, background, and other qualifying experience for the project. Also, list the name, training, and background for other key personnel engaged in the project.</p> <p><b>B. Relationship to Other Projects</b> Describe the relationship between this project and other work planned, anticipated, or underway under Federal assistance. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.</p> <p><b>C. Accomplishments to Support New Funding Requests</b> Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress, or milestones anticipated with the new funding request.</p> <p><b>D. Revisions and Extensions</b> If there have been significant changes in the project objectives, location, approach, or time delays, explain and justify. For other requests for changes, or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify (including a new timeline). If the total budget has been exceeded or if the individual budget items have changes more than the prescribed limits, explain and justify the changes and its effects on the project.</p>

## Appendix C – Financial Plan

### Sample of Detailed Financial Plan (submit with Work Plan)

**COOPERATOR NAME:** Name of Providing State Department of Agriculture

**TIME PERIOD:** Cooperative Agreement Year

Financial Plan must match the SF-424A, Section B, Budget Categories

ITEM	APHIS FUNDS	COOPERATOR FUNDS (Show even if zero)
<b>PERSONNEL:</b>		
	\$0	\$0
		\$0
<b>FRINGE BENEFITS:</b>		
57.71% of salary	\$0	\$0
Subtotal	\$0	\$0
<b>TRAVEL:</b>		
Per diem 244 days @ \$154.00	\$37,576.00	\$0
Subtotal	\$37,576.00	\$0
<b>EQUIPMENT</b>		\$0
	\$0	\$0
Subtotal	\$0	\$0
<b>SUPPLIES</b>		
Course materials, Books, Vests, Tea Cards.	\$2,924.00	\$0
Subtotal	\$2,924.00	\$0
<b>CONTRACTUAL</b>		
NY Wildfire and Incident Management Academy	\$4,300.00	\$0
Subtotal	\$4,300.00	
<b>TOTAL DIRECT COSTS</b>	\$44,800.00	\$0
<b>INDIRECT COSTS 15%</b>	\$6,720.00	\$0
<b>TOTAL</b>	\$51,520.00	\$0

## Appendix D – Helpful Onboarding Information for Requesting State to Give to Employees in Providing State

This appendix is designed for use by the state requesting assistance to complete and give to responding employee(s) in the providing state. It outlines useful information that the responding personnel will need to have a smooth transition to the incident. Be sure to provide any additional information unique to the specific incident that may not be include in this outline.

### **Important Dates (specify time zones)**

Date of Travel:

Reporting Date and Time:

Duration of Assignment:

Responding Employee Provide a Copy of Travel Itinerary To: (Once travel arrangements are made, responding employee(s) should provide travel information, including mode of transportation, to this individual)

### **Incident– Details**

Incident Name and Description: (Briefly describe the name of the program the employee(s) is/are responding to, the goals of the program, and any other relevant details.)

Incident Point of Contact (POC): (The POC is the individual the responder(s) will work with on logistics and to whom responder(s) will report upon arrival)

Name:

Phone Number:

E-mail:

Any other relevant information:

Location to Report: (identify the location to which the employee will initially report.

Lodging Information: (identify local lodging arrangements)

### **Paying for Travel Expenses**

Travel arrangements will be made by the responding employee(s), following the procedures used in their respective state departments of agriculture. However, be aware that because Federal funds will be used to reimburse the state providing resources, travelers should stay within the Federal *per diem* (lodging together with meals and incidental expenses) rates established by the General Services Administration. *Per diem* rates are adjusted periodically

and can be found on this page: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. There is a location look-up tool on the landing page. The responding employee(s) will use the processes established in their respective states to submit for reimbursement.]

### **Position and Responder Requirements**

Position the Responder is Filling:

- Describe what the responder will be doing
- Please bring current:
  - valid driver's license
  - defensive driving certificate, if required
  - other documentation required for the response

Information on Local Working Conditions:

- weather (excessive heat, cold)
- terrain (rough, hilly, muddy, high altitude)
- physical demands (heavy lifting, extensive walking, sitting for long periods)
- availability of food and drink in proximity to work
- other considerations

Expected Work Hours:

- Tour of duty
- Days of week worked
- Expected overtime

Chain of Command: (Supervisor names and contact information)

Transportation to/from the work unit each day: (Describe how the will employee commute)

Dress code: (Define appropriate attire for the work)

- long pants or shorts
- closed-toed shoes, sturdy shoes
- shirts with sleeves, sun protection
- hat, sunglasses
- clothing free from inappropriate text, pictures, or product names
- clothing suitable for public interaction