

OPERATIONS ORDER 01-05 (HURRICANE` KATRINA)

Reference: MVN RECONSTITUTION PLAN POST KATRINA 19 September 2005

Time Zone Used Throughout the Order: Quebec D-Day is 29 Aug 05, R-Day is 19 Sep 05

1. SITUATION: The Hurricane Katrina made landfall in coastal Louisiana and Mississippi on 29 August and continued moving on a northeasterly track through Mississippi, Tennessee and adjacent states. Katrina caused massive damage throughout the coastal areas and for over 100 miles inland. The MVN Commander issued a general evacuation order for District staff and their families. The City of New Orleans and surrounding parishes sustained heavy damage and was closed for operation for a period of time after the event. As of 17 September, Orleans Parish and St. Bernard Parish remain “closed” to residents and businesses. Although the District Headquarters were not significantly damaged, water and sewer, security and health issues require extended reduced occupation of District. Task organization is at ANNEX A.

2. MISSION: Effective 19 Sep 05 USACE New Orleans District (MVN) initiates reconstitution and reorganization operations at identified sites in southeast Louisiana in preparation of recovery operations and reassumes of it’s civil works mission.

3. EXECUTION:

A. Commander’s Intent: Provide full accountability for all personnel. Return New Orleans District to “hub” for District operations, transitioning over time from the Vicksburg EOC. Establish several satellite offices based on where folks are currently located. Assess needs and disposition of employees. Consider employee impacts in reconstitution implementation. Determine a list of key projects and tasks that will be accomplished for assigned missions. Deploy employees to locations. Phase employees back into the district office as it becomes capable of supporting additional personnel. Reconstitute the district into a fully functioning organization. The end state is MVN that has reorganized and is prepared to execute recovery and civil works missions in support of the city of New Orleans and Southeast Louisiana.

B. Concept of Operation: This operation will be conducted in three phases as follows:

(1) Phase 1: R-day (19Sep05) through R+5: Assembly at District and satellite offices and conduct personnel asset inventory (PAI). PAI will consist of each employee reporting in person to listed MVN POCs at the District HQs or satellite offices IAW with WARNORD and completing survey questionnaire at each site. Phase 1 is complete when 100% of personnel have completed PAI. Key tasks in this phase are as follows:

a. Assess personnel availability based on conditions outlined in WARNORD and collect data in single database.

b. Provide personnel for teams and begin work for TF Guardian (Levee Recovery), TF Civil Works, TF Blue Roof, and TF Debris at select locations IAW Annex A.

c. Complete work for TF Unwatering and transition TF Unwatering team members to other TFs as necessary.

(2) Phase 2: R+5 through R+35: Conduct operations for TFs and continue personnel movement to MVN HQs. Phase 2 is complete when all personnel have arrived at MVN HQs or satellite offices and are working as part of a TF. Key tasks in this phase are as follows:

a. Move personnel to MVN HQs (by name to support specific teams) as building conditions and logistics allow considering each individual's personal situation IAW WARNORD.

b. Continue operations under each TF – transition personnel assigned to FEMA taskers to TF teams as necessary.

c. Form teams IAW ANNEX A for reconstitution.

(3) Phase 3: R+35 to D+180: Complete movement to District HQs and all MVN personnel are situated in housing (permanent or temporary). Phase 3 is complete when all MVN personnel are living in the vicinity of their assigned duty stations and MVN has taken command and control of TF Guardian, TF Civil Works, TF Blue Roof, and TF Debris. Key tasks in this phase are as follows:

a. Assign all personnel (via PCS or TDY) to MVN HQs or satellite locations.

b. Complete all actions necessary to provide closure of Safe Haven / all evacuation entitlements for all MVN personnel.

c. Complete repairs to MVN HQs facilities.

d. Assume command of RFO mission from MVM – establish leadership cell for RFO.

C. Tasks to Subordinate Units:

(1) ALL Divisions: Provide personnel IAW ANNEX A for TFs.

(2) CPAC: Provide team leaders for Personnel Accountability Team and Employee Assistance Program Team and team members for other teams IAW Annex A.

(3) RE: Provide team leaders for Housing and Office Space Teams and team members for other teams IAW Annex A.

D. Coordinating Instructions.

(1) Conference Calls are scheduled daily at 1900Z (2:00 pm CDT).

(2) Commander's Conference Calls are scheduled daily at 1430Z (9:30 am CDT).

(3) Reporting will be daily with DST team leader.

4. SERVICE SUPPORT: See ANNEXES.

5. COMMAND AND SIGNAL:

a. MVN Main HQ will be located at the MVN HQ building in New Orleans, LA.

b. MVN Forward, CMT, and CAT will be located at Vicksburg, MS EOC.

ACKNOWLEDGE: Acknowledge receipt of this OPORD to cemvn-eoc@usace.army.mil.

WAGENAAR
COL

OFFICIAL:

MAJ(P) Starkel, Deputy Commander

ANNEXES

A. Task Organization

B. Personnel

C. Legal

D. Logistics

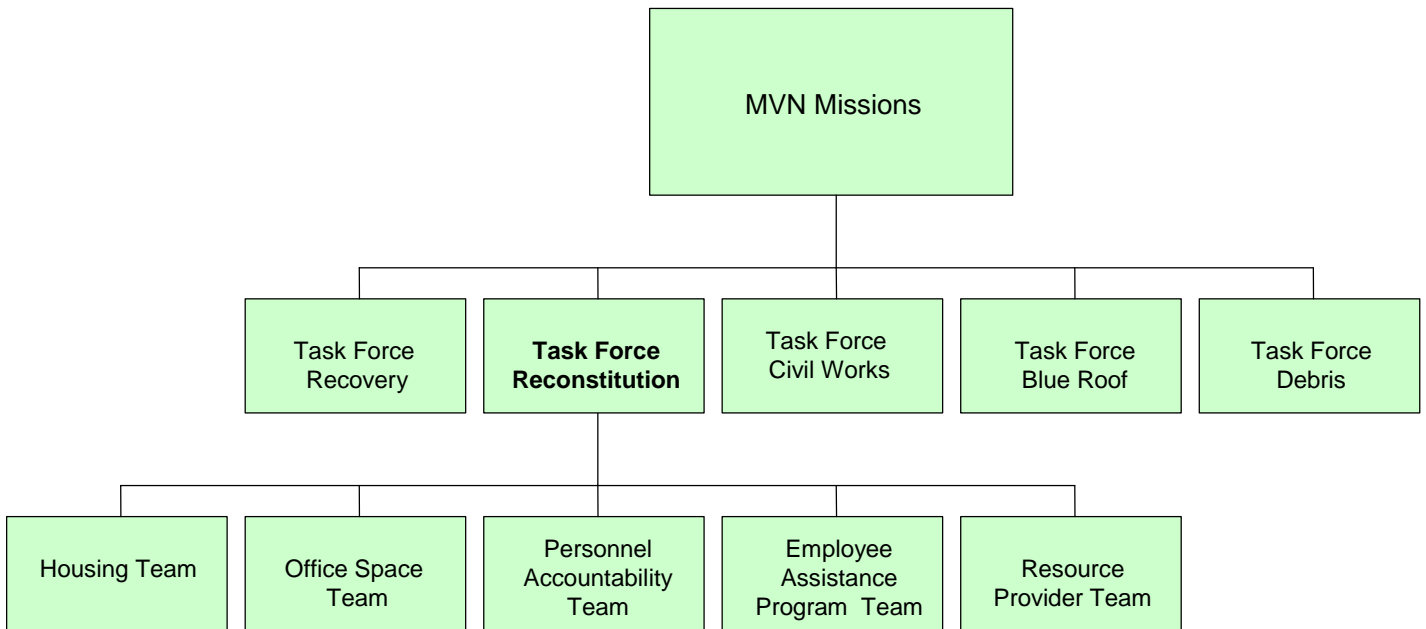
E. IM

F. Operations

G. Childcare

H. Resource Management (TBP)

ANNEX A (TASK ORGANIZATION) TO OPORD 01-05 HURRICANE KATRINA
RECONSTITUTION



(a) Housing Team

Team Members

- RE (Lead)
- CPAC
- LM
- OC
- CT
- Functional Chief representatives (PM, ED, etc.)
- FEMA REP (or FEMA-trained USACE REP)

Missions

Temporary Housing

- FEMA to train RE employees on program (start – 21 Sep, finish – 30 Sep)
- RE employees perform FEMA temporary housing mission on tasker (start – 1 Oct, finish – when no longer needed)
- Provide weekly reports to Task Force Commander

Blue Roof Coordination

- Provide employee information on Blue Roof procedures (start – underway, finish – when no longer needed)
- Assist employees with completing ROE application (start – underway, finish – when no longer needed)
- Provide weekly reports to Task Force Commander

ANNEX A (TASK ORGANIZATION) TO OPORD 01-05 HURRICANE KATRINA
RECONSTITUTION

(b) Office Space Team

Team Members

- RE (Lead)
- CPAC
- LM
- OC
- CT
- IM
- Functional Chief representatives (PM, ED, etc.)

Missions

Procure Available Office Space

- Determine office space requirements (start – underway, finish – 17 Sep)
- Obtain office space (start – underway, finish – 23 Sep)
- Determine IM needs (computer, phone, etc.) (start – underway, finish – 23 Sep)
- Provide weekly reports to Task Force Commander
- Setup office space (furniture, IM, etc.) (start – 19 Sep, finish – 26 Sep)

(c) Personnel Accountability Team

Team Members

- CPAC (Lead)
- IM
- Functional Chief representatives (PM, ED, LM, OC, CT, etc.)

Mission

Collect Data, Create Database, Maintain Database

- Continue to collect information on personnel whereabouts/information/survey results (start – underway, finish – 18 Sep)
- Create relational database (start – underway, finish – 21 Sep)
- Maintain relational database (start – 21 Sep, finish – ongoing)
- Provide weekly reports to Task Force Commander
- Establish full accountability by 26 Sep

(d) Employee Assistance Program Team

Team Members

- CPAC (Lead)
- Safety
- Functional Chief representatives (PM, ED, LM, OC, CT, etc.)

ANNEX A (TASK ORGANIZATION) TO OPORD 01-05 HURRICANE KATRINA
RECONSTITUTION

Mission

Provide Counseling to Employees and Family Members

- Setup counseling program for employees and family members (start – underway, finish – 23 Sep)
- Implement counseling program for employees and family members (start – underway, finish – 30 Sep 06)
- Provide weekly reports to Task Force Commander

(e) **Resource Provider Team**

Team Members

- DPM or appointee (Lead)
- Division, Branch, and Section Chiefs from all functional offices

Mission

Provide Resources for Reconstitution/Recovery/Civil Works

- Assess Employee Availability (start – underway, finish – 20 Sep)
- Assign Employees to Missions (start – underway, finish – 22 Sep)
 - Simultaneously consider needs for reconstitution, recovery and civil works
 - Identify shortages in resources
- Assign Employees to Satellite Offices (start – underway, finish – 30 Sep)
- Recommend alternatives to address shortages in resources (start – 30 Sep, finish – 30 Jun 06)

ANNEX B (PERSONNEL) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

Reference: MVN Hurricane Reconstitution Plan 18 May 2005

1. SITUATION: See base OPORD.
2. MISSION: MVD will immediately begin operations to reconstitute MVN in order to return the New Orleans District to full operational capability.
3. EXECUTION:
 - a. Commander's Intent:
 - i. End State: New Orleans District (MVN) is a fully operational district in terms of personnel, facilities, data processing and information management, services, operations and maintenance capacity, and processes.
 - ii. Key tasks:
 1. Assess the existing capability of MVN.
 2. Develop plans to return to full operational capability within functional areas (Personnel Staffing, Worker's Compensation, Labor Relations, Employee Assistance Program, and Employment Relations)
 3. Provide bridge capability as required during the transition to full operational capability.
 - b. Concept of the Operation: The reconstitution of the New Orleans District will be the primary responsibility of MVN. MVS will be the primary support and initial bridge capability as required. MVN will develop phased plans within the functional areas to address immediate near term requirements to get up and running with support, mid-term plans to sustain operational capability, and long term plans for independent operational capability. Plans will be developed in the following functional areas: Personnel Staffing, Worker's Compensation, Labor Relations, Employee Assistance Program, and Employment Relations
 - i. Phase 1- R-day (19Sep05) through R+5: Assembly at District and satellite offices and conduct personnel asset inventory (PAI). Phase 1 is complete when 100% of personnel have completed PAI.
 1. Crisis Care Network, the Trauma Counselor, reports to the District Reservation, and two satellite locations, Baton Rouge and Lafayette. Employees, who have questions or who cannot report to an established satellite location are required to call to explain their individual circumstances that prevent them reporting to the District or a satellite location.
 2. Employee database is developed that tracks Katrina's impact on the employee's home.

ANNEX B (PERSONNEL) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

3. CPAC will be manned to provide a full service operation.
- ii. Phase 2 - R+5 through R+35: Conduct operations for TFs and continue personnel movement to MVN HQs.
 1. Managers will be consulted about personnel needs for to meet the needs of the TFs. Priority will be established for those actions to meet the needs the TFs.
 2. Issues that require higher level relief will be pursued aggressively.
 3. CPAC will actively encourage employees to utilize the Trauma Counseling Services. Employees who have suffered a total loss of their homes will be contacted by the Trauma Counselor.
 4. Managers will be consulted regarding any personnel issues that they might be facing and work with them to achieve workable solutions.
 5. CPAC will work with Counsel and RM to address safe haven issues that will arise and attempt to reach equitable solutions for employees in unique situations.
 - iii. Phase 3: R+35 to D+180: Complete movement to District HQs and all MVN personnel are situated in housing (permanent or temporary). Phase 3 is complete when all MVN personnel are living in the vicinity of their assigned duty stations and MVN has taken command and control of TF Guardian and TF Civil Works.
 1. To be published.
- c. Tasks to Subordinate Commands.
 - i. All Technical and G&A Divisions:
 1. Execute primary mission of reconstitution (para3b of base OPORD)
 2. Prepare (phased - as required) plans for obtaining full operational capability in the following areas:
 - a. Personnel Staffing
 - b. Worker's Compensation
 - c. Labor Relations
 - d. Employee Assistance Program
 - e. Employment Relations
 - ii. Attached MVS personnel:

ANNEX B (PERSONNEL) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

1. ICW MVN assist in reconstitution of the MVN district (para3c of base OPORD).
 2. Assist in development of all plans.
 3. Primary district for manning support assistance to MVN.
 4. Provide initial staffing of the Hurricane Recovery Operations Center (HROC).
 5. Prepare plans for transitioning the HROC to MVN.
- iii. Attached MVP, MVR, MVM: Support as requested.
- iv. Hurricane Recovery Operations Center (HROC)
1. ICW MVD and MVN, maintain status of the execution of reconstitution plans.
 2. ICW MVD, accept and analyze external offers of assistance and provide to MVN for consideration.
 3. Schedule periodic conference calls to coordinate the effort.
- d. Coordinating Instructions.
- i. All plans should clearly identify key activities to restore the function and significant milestones.
 - ii. Plans should be synchronized with Civil Works Program Execution Assistance – Annex F to OPORD (TBP).
4. SERVICE SUPPORT: see base OPORD
5. COMMAND AND SIGNAL: see base OPORD

ANNEX C (LEGAL) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

Reference: MVN Hurricane Contingency Plan 19 Sept 2005

1. SITUATION: See base OPORD.
2. MISSION: MVD will immediately begin operations to reconstitute MVN in order to return the New Orleans District to full operational capability.
3. EXECUTION:
 - a. Commander's Intent:
 - i. End State: New Orleans District (MVN) is a fully operational district in terms of personnel, facilities, data processing and information management, services, operations and maintenance capacity, and processes.
 - ii. Key tasks:
 1. Assess the existing capability of MVN.
 2. Develop plans to return to full operational capability within functional areas (Procurement, Real Estate, Environmental, Regulatory, Fiscal Law, Ethics, Freedom of Information Act (FOIA), Tort, Admiralty, Labor Law and Project Review).
 3. Provide bridge capability as required during the transition to full operational capability.
 - b. Concept of the Operation: The reconstitution of the New Orleans District will be the primary responsibility of MVN. MVS will be the primary support and initial bridge capability as required. MVN will develop phased plans within the functional areas to address immediate near term requirements to get up and running with support, mid-term plans to sustain operational capability, and long term plans for independent operational capability.
 - i. Phase 1 – Assembly at District and satellite offices and conduct personnel asset inventory (PAI). Phase 1 is complete when 100% of personnel have completed PAI.
 1. District Counsel will provide legal support to District Commander and district emergency operations teams involved in transition planning and execution.
 2. District Counsel will provide legal advice to District Commander and his staff on legal factors affecting the return of employees to the MVN headquarters building and satellite locations and as well as factors affecting those who are unable to return at this time (safe haven provisions, leave, hours of duty, etc.).

ANNEX C (LEGAL) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

3. Counsel assists HR as necessary in gaining district personnel accountability, responding to questions, directing employees to resources and explaining benefits and responsibilities.

4. Counsel will ensure close coordination with counsel representatives in MVD who are coordinating information exchange among counsel at executing districts and with Office of the Chief Counsel.

5. Counsel will seek assistance and confirmation from MVD and HQ on extensions of time for Armed Services Board of Contract Appeals caseload and FOIA responses. Counsel will also coordinate with Department of Justice on issues which arise during Phase 1 which may affect MVN's active litigation.

ii. Phase 2 – Conduct operations for Task Forces and continue personnel movement to MVN HQs. Phase 2 is complete when all personnel have arrived at MVN HQs or satellite offices and are working as part of a Task Force.

1. District Counsel will provide adequate resources to support the district in accomplishing the task force missions.

2. Counsel will provide advice to task forces on legal factors affecting execution of assigned responsibilities, including, legal implications associated with numerous regulatory requirements at both federal and state levels; ensuring compliance with provisions of existing agreements affecting task force missions; fiscal, contracting, ethics requirements; environmental and regulatory matters; and claims liability.

3. Counsel provides notice of moratorium on the destruction of records associated with all Hurricane Katrina response efforts.

iii. Phase 3 – Complete movement to District HQs and all MVN personnel are situated in housing (permanent or temporary). Phase 3 is complete when all MVN personnel are living in the vicinity of their assigned duty stations and MVN has taken command and control of Task Force Guardian and Task Force Civil Works.

1. Plans will be developed to transition into active workload management in the following functional areas: Procurement, Real Estate, Environmental, Regulatory, Fiscal Law, Ethics, Freedom of Information Act (FOIA), Tort, Admiralty, Labor Law and Project Review. Active litigation will be reviewed for confirmation of trial schedules.

2. Counsel will ensure close coordination with counsel representatives in MVD and HQ to ensure transition of any outstanding MVN matters back to MVN-OC for handling.

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c. Tasks to Subordinate Commands

i. MVN:

1. Execute primary mission of reconstitution (para3b of base OPORD)
2. Prepare (phased - as required) plans for obtaining full operational capability in the following areas:
 - a. Procurement
 - b. Real Estate,
 - c. Environmental,
 - d. Regulatory,
 - e. Fiscal Law,
 - f. Ethics,
 - g. Freedom of Information Act (FOIA),
 - h. Tort,
 - i. Admiralty,
 - j. Labor Law
 - k. Project Review
 - l. Litigation

ii. MVS:

1. ICW MVN assist in reconstitution of the MVN district (para3c of base OPORD).
2. Assist in development of all plans.
3. Primary district for manning support assistance to MVN.
4. Provide initial staffing of the Hurricane Recovery Operations Center (HROC).
5. Prepare plans for transitioning the HROC to MVN.

iii. MVP, MVR, MVM: Support as requested.

iv. Hurricane Recovery Operations Center (HROC)

1. ICW MVD and MVN, maintain status of the execution of reconstitution plans.
2. ICW MVD, accept and analyze external offers of assistance and provide to MVN for consideration.
3. Schedule periodic conference calls to coordinate the effort.

d. Coordinating Instructions.

- i. All plans should clearly identify key activities to restore the function and significant milestones.
- ii. Plans should be synchronized with Civil Works Program Execution Assistance – Annex F to OPORD (TBP).

4. SERVICE SUPPORT: see base OPORD

5. COMMAND AND SIGNAL: see base OPORD

ANNEX D (LOGISTICS) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

Reference: MVN Hurricane Contingency Plan 19 Sept 2005

1. SITUATION: See base OPORD.
2. MISSION: MVD will immediately begin operations to reconstitute MVN in order to return the New Orleans District to full operational capability.
3. EXECUTION:
 - a. Commander's Intent:
 - i. End State: New Orleans District (MVN) is a fully operational district in terms of personnel, facilities, data processing and information management, services, operations and maintenance capacity, and processes.
 - ii. Key tasks:
 1. Assess the existing capability of MVN.
 2. Develop plans to return to full operational capability within functional areas.
 3. Provide bridge capability as required during the transition to full operational capability.
 - b. Concept of the Operation: The reconstitution of the New Orleans District will be the primary responsibility of MVN. MVS will be the primary support and initial bridge capability as required. MVN will develop phased plans within the functional areas to address immediate near term requirements to get up and running with support, mid-term plans to sustain operational capability, and long term plans for independent operational capability.
 - i. Phase 1 – Assembly at District and satellite offices and conduct personnel asset inventory (PAI). Phase 1 is complete when 100% of personnel have completed PAI.
 1. Logistics Management will continue to provide logistical support services to the District Commander, district emergency operations teams, MVN satellite offices (Baton Rouge and Lafayette, LA) and MVN employees returning to duty at New Orleans District headquarters building.
 2. Logistics will continue to have 100% Personnel Asset Inventory (PAI). Reporting and coordinating with HR as necessary, responding to LM employee questions, directing employees to resources available and explaining benefits and responsibilities. As appropriate, referring to HR.
 3. Logistics will ensure networking with all satellite offices (MVK, MVM, MVS, SWD, SAD) to coordinate information exchange among other LM offices. Additionally, will keep in touch with any LM member located at the satellite offices.

ANNEX D (LOGISTICS) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

ii. Phase 2 – Conduct operations for Task Forces and continue personnel movement to MVN HQs. Phase 2 is complete when all personnel have arrived at MVN HQs or satellite offices and are working as part of a Task Force.

1. Logistics will be prepared to provide minimum resources to support the district in accomplishing of all logistical services, e.g.:

Key tasks: Transportation SUPPORT,

1. Reestablish motor pool fleet accountability; obtain GSA approval to repair vehicles damaged; in the interim request approval for additional vehicles and/or rental authority.

2. Reserve lodging for all members deploying on Emergency Teams, e.g., CMT/CAT at predetermined sites within MVD, e.g., Vicksburg, MS, Baton Rouge, LA and Memphis, TN. Use USACE Unit VISA credit card for securing all lodging; Coordinate daily with all lodging facilities to ensure proper use of Unit VISA credit card.

3. Prepare official Evacuation Orders, prepare TDY Orders, Call to Duty Orders, to include template prior to mass release. As required, researches JTR, Volume I & II for unique TDY cases addressing various types of authorizations.

4. Coordinate with approved SDDC charter air services carriers, e.g., fixed wings, turbine engine or twin turbine engine helicopters for all required emergency flights. If not available, task CT to procure services through commercial sources.

5. Collect and track employee data (name, location of lodging on all deploying teams, and phone numbers for immediate contact during non-duty hours); must be available and update continuously. Attempt to track all employees check-in/check-out or transfer status.

Key tasks: Supply SUPPORT

1. Ensure IMPAC VISA credit card holder available to support requirements for requisitions supply, subsistence, and property (equipment) for MVN and deployed emergency EOC teams, e.g., MVN CMT/CAT/RECON teams, for property under \$2500. However, mission requirements over \$2500 will be coordinated with CT Division who would approve limit up to \$15,000 per purchase.

2. Processes contract and IMPAC VISA obligations and accruals.

3. Canvas MVN and request initiation of report of any damages and/or property losses caused by Hurricane Katrina. (DD Form 200, Financial Liability Investigation of Property Loss (FLIPL) & DA Form 7531, Check List and Tracking Document for FLIPL)

ANNEX D (LOGISTICS) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

4. Researches various sources of supply to acquire mission essential items required; uses the internet and other contact points for price quotes and required delivery timeframe.

5. Approve/authorize requisitions and maintain manual ledger until APPMS is available. Reconcile APPMS with RM general ledger, civil and/or revolving funds, ensuring all work items codes are accurate prior to closeout processing.

6. Coordinate with MVN field sites for purposes of additional requirements of space and/or additional property (furniture or equipment), i.e., Baton Rouge, LA and Lafayette, LA.

7. Resume manual central receipt, issue control point at MVN District Warehouse including delivery within district.

Key tasks: Facilities - TO BE PUBLISHED

iii. Phase 3 – Complete movement to District HQs and all MVN personnel are situated in housing (permanent or temporary). Phase 3 is complete when all MVN personnel are living in the vicinity of their assigned duty stations and MVN has taken command and control of Task Force Guardian and Task Force Civil Works.

1. Plans will be continue to be developed to transition into full active workload management in the above logistical functional areas.

2. Logistics will ensure close coordination with all MVN organizational elements in MVD and HQ to ensure transition of any outstanding MVN matters back to MVN-LM for handling.

c. Tasks to Subordinate Commands

i. MVN:

1. Execute primary mission of reconstitution (para3b of base OPORD)
2. Prepare (phased - as required) plans for obtaining full operational capability in the following areas:

- a. Logistics Management
- b. Transportation Management
- c. Supply & Property Accountability
- d. Facility & Services Management

ii. Attached MVS personnel:

1. ICW MVN assist in reconstitution of the MVN district (para3c of base OPORD).
2. Assist in development of all plans.
3. Primary district for manning support assistance to MVN.

ANNEX D (LOGISTICS) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

4. Provide initial staffing of the Hurricane Recovery Operations Center (HROC).
 5. Prepare plans for transitioning the HROC to MVN.
- iii. MVP, MVR, MVM: Support as requested.
- d. Coordinating Instructions. All plans should clearly identify key activities to restore the function and significant milestones.
4. SERVICE SUPPORT: see base OPORD
 5. COMMAND AND SIGNAL: see base OPORD

ANNEX E (INFORMATION MANAGEMENT) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

Automation and Communications:

The District Hqs data and voice communications systems are operational and for the most part intact. However, these systems rely on service providers for connectivity to the outside world. This connectivity has been partially restored but remains in an unstable state as the service providers recover from the Hurricane. IMO must continue to closely monitor critical data and communications systems, provide maintenance and administration, and provide IM/IT support to the end users. IMO will perform the following tasks:

1. Monitor and maintain the district's critical data and communications systems. Ensure service providers and CEEIS are notified immediately when connectivity is lost so the trouble-shooting process can begin.
2. De-conflict email communications. As deployed personnel transition back to the district or to a satellite office, their MVN email accounts will be reactivated and the MVN-ERO accounts created in Vicksburg for the emergency deactivated and hidden in the GAL. Email will then be forward from MVN-ERO account to the MVN account for a period of one month. During this period the returning employees must announce and verify with their contacts their correct MVN address. IMO will immediately update all distribution lists created for Hurricane Katrina.
3. Blackberry communications. Once the employees MVN email account is activated, Blackberry's set up for use with MVN-ERO accounts must be must be reconfigured to accept MVN email. This cannot be done remotely. A technician must physically connect the device to a computer before it can be reconfigured. Returning employees must contact IMO to make arrangements for the configuration change.
4. Increase IM/IT support staff to meet the increased requirements at satellite offices. This will be done using existing GSA support contracts.
5. On an as needed basis, procure IT resources to meet the demand (Computers, circuits, printers, etc...).
6. On demand and through close coordination with Logistics, identify and relocated computers and automation equipment for employees relocating to satellite offices.

Visual Information:

1. Provide VTC and/or NetMeeting capabilities at all satellite locations.
2. Provide photographic and video support as requested to capture the historical significance of the event.
3. Provide presentation support as requested.

ANNEX E (INFORMATION MANAGEMENT) TO OPORD 01-05 HURRICANE KATRINA
RECONSTITUTION

Printing - Provide copiers and printing capability to the District as requested.

Records Management:

1. Provide support as requested.
2. Develop a plan of action to protect documents and email related to activities relating to Hurricane Katrina from destruction as outlined by Hqs USACE.

Mail and Distribution – Provide support as needed.

Library - Provide support as needed

ANNEX F (O&M RECOVERY) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

- 1. SITUATION:** Same as basic order.
- 2. MISSION:** Same as basic order
- 3. EXECUTION:** MVS will Support MVN for this event.

A. Commander's Intent: Provide full accountability for all personnel. Return New Orleans District to "hub" for District operations, transitioning over time from the Vicksburg EOC. Establish several satellite offices based on where folks are currently located. Assess needs and disposition of employees. Consider employee impacts in reconstitution implementation. Determine a list of key projects and tasks that will be accomplished for assigned missions. Deploy employees to locations. Phase employees back into the district office as it becomes capable of supporting additional personnel. Reconstitute the district into a fully functioning organization. The end state is MVN that has reorganized and is prepared to execute recovery and civil works missions in support of the city of New Orleans and Southeast Louisiana.

B. Concept of Operation: Complete an assessment of plant, equipment and facilities impacted by Hurricane Katrina. Compile a list of plant, equipment and facilities, the value of equipment damaged or destroyed, and plans for restoring operational capacity.

- i. Facilities: Only the three navigation locks in the New Orleans metro area and the Venice sub-office were impacted by the storm.
- ii. Locks: Immediately following the passage of the storm, field personnel on site at IHNC, Algiers, and Harvey locks reported the operational status of facilities and anecdotal reports of damages sustained during the storm. All three sites have since been restored to fully operational status, however, the extent and cost of damages to buildings, grounds and appurtenant structures remains to be assessed. Upon reconstitution of the management team for the Gulf Intracoastal Waterway project, personnel will be dispatched to complete a thorough inventory of damages to the three navigation locks, including buildings, grounds and appurtenant structures, equipment and utilities. The Operations Manager is scheduled to return to duty on 21 September. Completion of damage assessments will proceed immediately.
- iii. Venice sub-office: The Venice sub-office, which serves as the base of operations for the hydrographic survey fleet that performs surveys of the lower Mississippi River, and houses electronic processing equipment was inundated by the hurricane storm surge. The site has been unwatered, but detailed assessments remain to be completed. The dredge Jadwin, which was deployed to complete a dredging mission has been pressed into service to provide an alternate base of operations and quarters for the hydrographic surveying operations. Personnel returning to duty 19 September will be tasked with completing an initial assessment of the condition of facilities and equipment at the Venice sub-office. A complete assessment will follow after the supervisor in charge of the site is available to return to the facility, possibly later during the week of 19 September.

ANNEX F (O&M RECOVERY) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

- iv. Major Plant: The hopper dredge Wheeler was moved to safe harbor in the vicinity of Baton Rouge, LA prior to the passage of the storm and sustained no damage. The dredge is currently moored at the District fleet supporting operations at the District reservation. All hydrographic survey craft were ordered to safe harbor prior to landfall of the hurricane. All survey vessels escaped damage from the storm except the M/V Breton, which was stationed on the east side of IHNC lock. The storm surge floated the vessel onto the top of the NE guidewall. As the water receded, the vessel slipped back into the water, however, the engine room was flooded. The extent of damage has not yet been assessed. Upon reconstitution of the vessel crew, an inspection will be completed. The Derrick Brownlee, which was moored at the District fleet prior to the storm broke its mooring during the hurricane and drifted downstream approximately ½ mile, where it became grounded on the batture on the right descending bank of the Mississippi River. Shops personnel have inspected the unit and found no evidence of damage. A thorough inspection of the hull will be completed prior to any attempts to refloat the unit. Maintenance Units A, B, C and D, were dispatched to safe harbor prior to the passage of the storm and sustained no damage. All units are in a serviceable condition

C. Tasks to Subordinate Commands:

D. Coordinating Instructions.

4. SERVICE SUPPORT: Same as basic OPORD.
5. COMMAND AND SIGNAL: Same as basic OPORD.

ANNEX G (CHILDCARE CENTER) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

Reference: MVN Hurricane Contingency Plan 18 May 2005

1. SITUATION: See base OPORD.
2. MISSION: MVN will immediately begin operations to reconstitute the Castle Kids Center in order to return the Center to full operational capability.
3. EXECUTION:
 - a. Commander's Intent:
 - i. End State: New Orleans District (MVN) is a fully operational district in terms of personnel, facilities, data processing and information management, services, operations and maintenance capacity, and processes.
 - ii. Key tasks:
 1. Assess the existing capability of the Castle Kids Center.
 2. Develop plans to return to full operational capability within functional areas (Personnel Staffing, Food and Supplies, and Facilities)
 3. Provide bridge capability as required during the transition to full operational capability.
 - b. Concept of the Operation: The reconstitution of the New Orleans District Child Care Center will be the primary responsibility of MVN. The General Services Administration (GSA) and the facility owner, RAMTECH, will be principle action agents with respect to the facility repairs. The YMCA of Greater New Orleans, the center operator, will be the principle action agent for reconstitution of the child care center staff and developing a plan for Food and Supplies. MVN will develop phased plans within the functional areas to address immediate near term requirements to get up and running with support, mid-term plans to sustain operational capability, and long term plans for independent operational capability.
 - i. Phase 1 – R-day (19Sep05) through R+5:

Contact has been made with GSA, RAMTECH and the YMCA to begin planning for repair and reconstitution of the Castle Kids operations. Representatives of RAMTECH will make a site visit to the District reservations the week of 19 Sep 05 to assess the building condition. The YMCA has been in contact with its employees and has been told to plan for a Nov 05 re-start date.
 - ii. Phase 2 - R+5 through R+35:

GSA and RAMTECH will assess the building condition and begin repairs. YMCA will staff the center with management personnel, who will coordinate the center staffing, and develop a plan for food service and supplies. A target for completion of repairs to the center is 30 Oct 05.
 - iii. Phase 3 - R+35 to D+180:

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RECONSTITUTION

The center will open on or about 31 Oct 05. The YMCA will recall available staff to provide child care services as the demand for service increases. The YMCA should expect an increased demand for services by Corps personnel, whose previous child care arrangements have been disrupted. The center has returned to normal operations.

- c. Tasks to Subordinate Commands:
 - i. MVN:
 - 1. Execute primary mission of reconstitution (para3b of base OPORD)
 - 2. Prepare (phased - as required) plans for obtaining full operational capability in the following areas:
 - a. Personnel Staffing
 - b. Food and Supplies
 - c. Facilities
 - ii. MVS, MVP, MVR, MVM: Support as requested.
 - d. Coordinating Instructions.
 - i. All plans should clearly identify key activities to restore the function and significant milestones.
 - ii. Plans should be synchronized with Civil Works Program Execution Assistance – Annex F to OPORD (TBP).
4. SERVICE SUPPORT: see base OPORD
5. COMMAND AND SIGNAL: see base OPORD.

ANNEX H (RESOURCE MANAGEMENT) TO OPORD 01-05 HURRICANE KATRINA RECONSTITUTION

Reference: MVD Hurricane Contingency Plan 18 May 2005

1. SITUATION: See base OPORD.
2. MISSION: Provide financial support for budget, accounting, CEFMS, travel and safe haven and other financial matters to MVN and personnel.
3. EXECUTION:
 - a. Commander's Intent:
 - i. End State: Resource Management is a fully operational office in terms of personnel, facilities, data processing and information management, services, operations and maintenance capacity, and processes.
 - ii. Key tasks:
 1. Assess the existing capability of RM to meet normal and incremental responsibilities.
 2. Develop plan and courses of action to return to full operational capability within RM's functional areas
 3. Develop plan and courses of action to provide support for incremental and changed missions (safe haven travel, evacuation travel, emergency funding, FEMA funding, payroll, labor, time keeping and other areas).
 - b. Concept of the Operation: The reconstitution of Resource Management will be established at the Evacuation EOC in MVK and MVM. All critical RM staff will be assigned to MVM. CEFMS system support currently assigned to RM MVM will be transferred back to MVK. The New Orleans District RM will have the primary responsibility of all funds assigned to MVN. MVM will provide support as required. MVN will develop phased plans within the functional areas to address immediate, near term requirements to sustain operational capability, and long term plans for independent operational capability. Plans will be developed in the following functional areas: Budget, Accounting, Finance, Travel, Payroll.
 - c. Tasks.
 - i. RM
 1. Provide financial support for ongoing recover operations
 2. Provide evacuation allowance support (evacuation pay, safe haven per diem)
 3. Manage FY05 financial close out and FY06 open up
 - ii. Budget Branch:
 1. Execute primary RM budget mission.
 2. Execute RM FEMA mission
 3. Conduct FY05 close out.
 4. Manage emergency funding received.

ANNEX H (RESOURCE MANAGEMENT) TO OPORD 01-05 HURRICANE KATRINA
RECONSTITUTION

iii. Accounting Branch:

1. Execute primary RM budget mission .
2. Execute RM FEMA mission
3. Conduct FY05 close out.
4. Manage emergency funding received. Provide initial staffing of the Hurricane Recovery Operations Center (HROC).

d. Coordinating Instructions.

- i. Offices reestablishing at MVN or alternate work locations must ensure that a time keeper duties are assigned. Duties involve keeping track of all time and attendance for workers at their location. Additionally, the alternate work location time keepers will be responsible for forwarding the time sheets to the appropriate time keeper for processing if they are unable to process.
- ii. Alternate work location need to have personnel with CEFMS access and authority to process any required CEFMS actions.
- iii. Alternate work locations need to have a person to assist with safe haven travel vouchers for claims within their geographic area.

4. SERVICE SUPPORT: see base OPORD

5. COMMAND AND SIGNAL: RM will be located at MVM Memphis. Several RM personnel will work at the MVN district HQ.