

# 2018 Environmental Protection Support Services

## Office of Environmental Policy and Compliance

Department of the Interior – Washington, DC

DISASTER MANAGEMENT



### CORE COMPETENCIES

- Emergency Management
- Personnel Management
- Communications
- Plan Development
- Multi-Agency Coordination
- Meeting Facilitation
- Administrative Assistance
- Technical Assistance

### PROJECT SUMMARY

VPC provides the Department of the Interior (DOI), Office of Environmental Policy and Compliance (OEPC) with Environmental Protection Support Services for the Natural and Cultural Resources Recovery Support Function (NCR RSF) under the National Disaster Recovery Framework (NDRF). This position also assists DOI in their role as the Coordinating Agency for Emergency Support Function #11 protection of Natural and Cultural Resources and Historic Properties (ESF11 NCH) under the National Response Framework. VPC's services include administrative and budget assistance, training and exercise development, and communications, outreach, and website enhancements.

### PROJECT DETAILS

VPC delivers comprehensive administrative, communications, training, and budget assistance to the DOI OEPC by supporting the Finance Office with personnel rehiring, processing, deployment documentation, purchase requisitions, reimbursables tracking, and other disaster-triggered fiduciary operations.

VPC provides full-time on-site support to the Environmental Response and Recovery (ERR) Team by also facilitating interagency communications such as review and follow-up of All-Hazard Environmental Safeguard Plans, and facilitation of meetings and correspondence of the Environmental Safeguards Group. VPC Staff also provides technical assistance in drafting response and recovery manuals such as hiring process memoranda and Field Operations Manuals.

VPC also supports OEPC's FEMA activation responsibilities by serving as a team leader for one of the National Response Coordination Center's four ESF #11 response teams. DOI is the lead for Protection of Natural and Cultural Resources (NCR) on behalf of ESF #11.

In this capacity, VPC Staff remains prepared for emergency activation by managing their roster of desk officers through on-call shift schedule preparation, on-boarding and training of new personnel, and maintaining of situational awareness.

VPC also provides outreach and communications support through the creation of content, navigation, and graphic design improvements to the OEPC website. VPC maintains accuracy and optimization of content and design through periodic review of Department goals, projects, and direction.

By providing on-site support to the DOI OEPC, VPC serves as an immediate and consistent resource for additional or ad hoc client needs. In addition to onsite support, VPC provides oversight and off-site expertise and subject matter experts (SMEs) to OEPC, as necessary, as well as serves as FEMA's point of contact for the NCR RSF.