



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

REPLY TO
ATTENTION OF:

CEFC-F
SOP No. UFC-09

Revised: 6 February 2004

STANDING OPERATING PROCEDURE
ESTABLISHING FEMA CUSTOMER ORDERS AND PREPARING
REIMBURSABLE BILLINGS

1. **PURPOSE.** To provide guidance for the following: (1) establishing FEMA funds (received via Interagency Agreements (IA)) in the Corps of Engineers Financial Management System (CEFMS); (2) establishing Disaster Relief funds received via IA (not related to litigation costs); and (3) preparing reimbursable billings for (1) and (2) above. For guidance relating to Disaster Relief funding received via IA (to include litigation costs) refer to EP 37-1-6.
2. **APPLICABILITY.** These provisions are applicable to all USACE activities. All correspondence issued by USACE and FEMA in relation to establishing funding upon receipt of IA must reference this revised SOP. This guidance supercedes previous instructions set forth in FEMA Task Letters.
3. **REFERENCES.**
 - a. EP 37-1-6, 31 May 2001, Resource Management Functional Guide for Civil Emergency Management Programs
 - b. ER 37-2-10, Change 89 dated 31 October 2000, Financial Administration, Accounting and Reporting – Civil Works Activities
 - c. SOP UFC-02, Standing Operating Procedure, Accounts Receivable and Debt Collection
 - d. CEFC-Q Memorandum, 15 August 2000, Subject: Supporting Documentation for FEMA Disaster Bills
 - e. CEFC-Q Memorandum, 31 August 2000, Subject: Changes to Non-Disaster FEMA Customer Orders and Billings
 - f. EPR Manual 2300.16, 1 October 2003, Department of Homeland Security, Emergency Preparedness and Response Directorate, Financial Management Codes

4. **RESPONSIBILITIES.**

a. **MSC/Districts will:**

(1) *Ensure* that official funding documents (namely, IA FEMA Form 40-3, project order(s), and Task letter(s) or FEMA Form 40-20 Task Order Contract) are on hand prior to establishing customer orders in CEFMS. For guidance on structuring customer order numbers for multiple project orders issued for the same IA number, see paragraph 5.c.(1).

(2) *Establish* all FEMA funded customer orders in CEFMS according to guidance provided in this SOP.

(3) *Print* 4445-R bills and Detail Customer Order reports only for IAs citing FEMA's fund code "06" *Disaster Relief*. See paragraph 4.a.(5) for appropriate mailing address for bills citing fund code "06". Keep in mind, the Command Indicator Code (CIC) requirement of "99FEM" is only for work items funded with FEMA's fund code "06". See reference 3.e.

(4) *Sign* 4445-R bills (Fund Code "06" bills only). One signature is required on IA bills to certify that the charges are valid. FEMA requires the signature of either the Finance and Accounting Officer or the Project Manager.

(5) *Mail* 4445-R bills citing FEMA's fund code "06" along with the Customer Order Detailed Costs (cuorderd) reports by the 10th workday of each month. The Mission Assignment Reimbursement Transmittal Form is to be used with MA bills only and should not be used with IA bills regardless of the fund code. See reference 3.d. Activities will mail bills and documentation to the following address:

**Department of Homeland Security
FEMA/EP&R
Disaster Finance Branch
Attn: Other Federal Agency Payments Team, Bldg. 708
P O Box 800
Berryville, VA 22611**

(6) *Perform* follow-up procedures for FEMA bills in accordance with SOP UFC-02, Accounts Receivable and Debt Collection. See reference 3.c.

b. **The USACE Finance Center (UFC) will:**

(1) *Generate* customer order bills for supported activities on the 1st workday of each month.

(2) *Print* all non-disaster funded FEMA bills (orders funded with fund codes for 03, 05, 44, and 48) for supported activities and *mail* directly to FEMA each month (usually within one to two workdays). All orders NOT funded by FEMA’s fund code “06” are classified as non-disaster related. When customer orders are established as set forth in this SOP, all data/description required by FEMA will be shown on customer order bill(s). These bills DO NOT require additional documentation, nor signatures. MSC/Districts are no longer required to print and mail *non-disaster* funded bills to FEMA nor are they required to use CIC “99FEM” on work items associated with *non-disaster* type orders. See reference 3.e.

(3) *Perform* follow-up procedures for FEMA bills in accordance with SOP UFC-02, Accounts Receivable and Debt Collection. See reference 3.c. FEMA Points of contacts for Non-Disaster bills are:

Charles (Chuck) - Valera – Financial Operations Division, Disbursing Branch
Office: (202) 646-3694
Fax (202) 646-4241

Havangela Scott - Mitigation Division, Risk Identification Branch
Office: (202) 646-2767
Fax (202) 646-4596

Cecelia Lynch – Mitigation Division, Risk Identification Branch
Office (202) 646 7045
Fax (202) 646-3689

5. **ESTABLISHING CUSTOMER ORDERS IN CEFMS.** Upon receipt of reimbursement authority via IA FEMA Form 40-3, enter funding into CEFMS and include the following information on the customer order header screen 2.13.

a. CUSTOMER ORDER NUMBER field: Use the IA number as cited in block 1 of FEMA FORM 40-3 as the customer order number. Establish the customer order number exactly as shown on the IA—including dashes. See paragraph 5.c.1 for exceptions. *Sample: EMW-2001-IA-0070 (see screen 2.13 at paragraph 5.c.(2))*

b. CUSTOMER REF NO field: Include the following:

(1) *FEMA’S ACCOUNTING AND APPROPRIATION DATA* - Located in block 10 of FEMA Form 40-3, and/or printed on the Project Order(s). Also referred to as FEMA’s IFMIS Accounting Classification Code Structure (ACCS) code. The fund code is located in the 5th and 6th positions. Sample: 2002-05-5511FI-5100-2589 D

(2) *PROJECT TITLE* - Located in block 7 of FEMA Form 40-3. Specify the project title by selecting from the following project codes. (*Note: For project titles where there are no specific project codes, select MSC and abbreviate project title description. See paragraph 6.f. for sample of abbreviated project title description for customer order EMW-2000-IA-0269.*)

PROJECT

CODE	PROJECT TITLE
(FIS) -----	Flood Insurance Study
(LMMP) -----	Limited Map Maintenance Program
(HES) -----	Hurricane Evacuation Studies
(CAP) -----	Community Assistance Program-Federal Agency Support Service Element (CAP-FASSE)
(ENV) -----	Environmental - Underground Storage Tank Removal
(HWM)	High Water Marks
(MSC)	<i>Abbreviate project title descriptions (for projects not otherwise classified)</i>

(3) *TASK/PROJECT/REQUISITION NUMBER(S)* - Located in block 3 of FEMA Form 40-3 and/or other supporting documentation. Please remember that *project numbers, task numbers, and requisition numbers* are all unique; and if applicable must be cited on the “CUSTOMER REF NO” field. *Project order numbers are located* on FEMA’s Project Order or Task Letter. Some project orders are structured to show the fiscal year that the task was issued. Example: 2000-3. This project order number indicates it was issued in FY 2000 by FEMA Region III. Other project order numbers are numbered sequentially such as PO#4 or PO#5. Below is a sample CEFMS Screen 2.13 for citing the *project order and requisition numbers (PO#2/W318939Y)* on customer order EMW-2001-IA-0224 “Flood Insurance Studies (FIS)”:

The screenshot shows a software interface titled "v2.1.156 Customer Order -- Order Information 2.13". It contains several data entry fields:

- Customer Order No:** EMW-2001-IA-0224
- Fund Type:** F FUNDED REIMBURSEMENT
- Amendment No:** 00000
- Order Type:** E ECONOMY ACT ORDER
- Issued To:** M4R0000 (PLANNING, ENVIRON. & REG. DIV., CESWL-PR, 700 WEST CAPITOL, LITTLE ROCK AR 72201)
- Requesting Activity:** M76201001 (FEDERAL EMERGENCY MGMT AGENCY, REGION VI, FEDERAL REGIONAL CENTER, 800 NORTH LOOP 288, DENTON TX 76201-3698)
- Customer Ref No:** 2001-48-2512-2100-2580-D FIS PO#2/W318939Y
- Other Cust Ref No:** CLAY COUNTY AND C/MOOREHEAD, MN
- Approving Officer:** JAMES F. JOHNSON
- Title:** CH, PLNG & POLICY DIV
- Approval Date:** 10-OCT-2001
- Certified Date:** 10-OCT-2001
- Order Expiration Date:** (empty)
- Government Order Number:** (empty)
- Total Order Amt:** 100000.00
- Period:** 200212
- Advance Account Number:** (empty)
- Rcvd Via DataShare?:** (empty)
- Issued by FOA:** (empty)

At the bottom, there are navigation buttons: Prev Page, Prev, Next, Query, List, Save, Exit, Next Page. A footer note says: "Enter the value of any other Customer Reference No. (i.e. FEMA/EPA numbers). Record: 1/1"

c. OTH CUSTOMER REF NO field:

(1) *COMMUNITY/COUNTY AND STATE* - Found on FEMA task letter for LMMP. Establish each community as a separate customer order only when funding is issued by communities. For example, one District received several task letters issued for EMW-1999-IA-0235:

<u>COMMUNITY/STATE</u>	<u>ESTIMATED COST</u>	<u>CUSTOMER ORDER #</u>
City of Oconto, WI	\$40,000.00	EMW-1999-IA-0235
City of Ferryville, WI	15,753.22	EMW-1999-IA0235A
Village of Darlington, WI	15,753.22	EMW-1999-IA0235B
La Crosse County, WI	40,000.00	EMW-1999-IA0235C

(For funding authorized by communities or project orders, do not combine communities/project orders on the same customer order. Remove the dash furthest to the right and use alpha characters to distinguish one community from another).

(2) *STUDY AREA* – Applies to HES as well as FIS orders. The study area consists of the community or county and state and is found on the Statement of Work prepared by FEMA. When more than one study area (with funding limitations for each) are assigned, establish multiple customer order numbers as shown in 5.c.(1). See sample CEFMS Screen 2.13 for establishing EMW-2001-IA-0070. It is very important to cite the STUDY AREA on HES and FIS customer orders in the *Oth Customer Ref No* field. The study area for this HES is “SE Florida”.

Customer Order No: EMW-2001-IA-0070 **Fund Type:** F FUNDED REIMBURSEMENT

Amendment No: 00000 **Order Type:** E ECONOMY ACT ORDER

Issued To: K3K0CA0 **Requesting Activity:** M20472001

PD FLOOD CTL&FLOODPLN MGT SEC FEDERAL EMERGENCY MANAGEMENT AGENCY

CESAJ-PD-PF

PD-FLOOD CONTROL &

FLOOD PLAN MGMT SECTIO 500 C STREET SW ROOM 408

400 W BAY STREET

JACKSONVILLE FL 32202-0019 WASHINGTON DC 20472

Customer Ref No: 2001-03-2200-2100-2589-D HES W318930Y

Other Cust Ref No: GULF & ATLANTIC COASTAL AREAS: SE FLORIDA

Approving Officer: CHANDRA G LEWIS **Title:** CONTRACTING OFFICER, FEMA

Approval Date: 29-MAR-2001 **Total Order Amt:** 100000.00

Certified Date: 29-MAR-2001 **Period:** 200209

Order Expiration Date: 30-SEP-2003 **Advance Account Number:** [REDACTED]

Government Order Number: [REDACTED] **Rcvd Via DataShare?** [REDACTED]

Issued by FOA: [REDACTED]

Approval Item List Funding Register Enter Notes

Billing and Financing Info Routing List View All Remarks

Prev Page Prev Next Query List Save Exit Next Page

Please enter date order was approved to be sent - <F4> for today's date.

Record: 1/1

(3) *AGENCY LOCATION CODE (ALC)* – The ALC is now required on the Source Appropriation Screen 2.13.6. See paragraph 7.b. Do not enter the ALC on the OTH CUSTOMER REF NO field.

6. **CUSTOMER ORDER HEADER 2.13 - SAMPLES.** Below are sample entries for the following project types: LMMP, HES, CAP-FASSE, FIS, HWM, and MISCELLANEOUS (fund code 03A and 06).

a. LMMP - The following table shows CEFMS fields that must be populated for the Limited Map Maintenance Program. Interagency Agreement “EMW-1999-IA-0235” is a case where communities, such as the Village of Darlington, Wisconsin, were authorized funding.

CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

CEFMS FIELD TITLE	FEMA’S INFORMATION TITLE	SAMPLE ENTRY
CUSTOMER ORDER NO (16 spaces)	INTERAGENCY AGREEMENT (IA)	<u>EMW-1999-IA-0235</u>
CUSTOMER REF NO (58 spaces)	FEMA’S ACCS PROJECT CODE TASK/REQUISITION NUMBER(S)	<u>1999-05-2511-2100-2580-D</u> <u>LMMP</u> <u>R5-99-03/ W363746Y</u>
OTH CUSTOMER REF NO (58 spaces)	COMMUNITY/ COUNTY/STATE	<u>Village of Darlington, WI</u>

b. HES - The following table shows CEFMS fields that must be populated for Hurricane Evacuation Studies.

CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

CEFMS FIELD TITLE	FEMA’S INFORMATION TITLE	SAMPLE ENTRY
CUSTOMER ORDER NO (16 spaces)	INTERAGENCY AGREEMENT (IA)	<u>EMW-2000-IA-0197</u>
CUSTOMER REF NO (58 spaces)	FEMA’S ACCS PROJECT CODE REQUISITION NUMBER	<u>2000-03A-2200-2100-2589-D</u> <u>HES</u> <u>W363348Y</u>
OTH CUSTOMER REF NO (58 spaces)	HES PROJECT DESCRIPTION: STUDY AREA	<u>Gulf & Atlantic Coastal Areas:</u> <u>Georgia</u>

c. CAP-FASSE - The following table shows CEFMS fields that must be populated for the Community Assistance Program-Federal Agency Support Service Element. The FEMA region number is very important for CAP-FASSE projects. The following example shows FEMA Region 3 (located in Philadelphia, Pennsylvania) is overseeing this work. Therefore, the “OTH CUSTOMER REF NO” field will be coded “R3” for FEMA Region number three.

CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

CEFMS FIELD TITLE	FEMA’S INFORMATION TITLE	SAMPLE ENTRY
CUSTOMER ORDER NO (16 spaces)	INTERAGENCY AGREEMENT (IA)	<u><i>EMW-2000-IA-0192</i></u>
CUSTOMER REF NO (58 spaces)	FEMA’S ACCS PROJECT CODE PROJECT/REQUISITION NUMBER(S)	<u><i>2000-05-2521-2100-2589-D</i></u> <u><i>CAP-FASSE</i></u> <u><i>2000-3 /W345056Y</i></u>
OTH CUSTOMER REF NO (58 spaces)	COMMUNITY & COUNTY/STATE FEMA REGION NUMBER	<u><i>Mapping Needs Assessment</i></u> <u><i>R3</i></u>

d. FIS - The following table shows CEFMS fields that must be populated for Flood Insurance Studies/Restudies.

CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

CEFMS FIELD TITLE	FEMA’S INFORMATION TITLE	SAMPLE ENTRY
CUSTOMER ORDER NO (16 spaces)	INTERAGENCY AGREEMENT (IA)	<u><i>EMW-2001-IA-0224</i></u>
CUSTOMER REF NO (58 spaces)	FEMA’S ACCS PROJECT CODE PROJECT/REQUISITION NUMBER(S)	<u><i>2001-48-2512-2100-2580-D</i></u> <u><i>FIS</i></u> <u><i>PO#2/W318939Y</i></u>
OTH CUSTOMER REF NO (58 spaces)	COMMUNITY & COUNTY/STATE	<u><i>Clay County and C/Moorehead,</i></u> <u><i>MN</i></u>

e. HWM - Funding for “High Water Marks in the Villages of Ekwok and New Stuyahok” was received on IA number **EMS-2002-IA-0647**. The work was funded with fund code “06” (Disaster Relief). When funds are allotted by FEMA as a lump sum citing more than one community, there is no need to establish multiple customer orders in CEFMS. Simply establish one customer order and list the communities in the “Oth Customer Ref No field”.

CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

CEFMS FIELD TITLE	FEMA’S INFORMATION TITLE	SAMPLE ENTRY
CUSTOMER ORDER NO (16 spaces)	INTERAGENCY AGREEMENT (IA)	<u><i>EMS-2002-IA-0647</i></u>
CUSTOMER REF NO (58 spaces)	FEMA’S ACCS PROJECT CODE REQUISITION NUMBER	<u><i>2002-06-1423DR-9104-2589-D</i></u> <u><i>HWM</i></u> <u><i>5N00157N20021</i></u>
OTH CUSTOMER REF NO (58 spaces)	HWM TITLE DESCRIPTION	<u><i>High Water Marks in the Villages of Ekwok and New Stuyahok</i></u>

f. MSC - (fund code 03A) - The following table shows CEFMS fields that must be populated for miscellaneous FEMA orders (MSC).

CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

CEFMS FIELD TITLE	FEMA’S INFORMATION TITLE	SAMPLE ENTRY
CUSTOMER ORDER NO (16 spaces)	INTERAGENCY AGREEMENT (IA)	<u><i>EMW-2000-IA-0269</i></u>
CUSTOMER REF NO (58 spaces)	FEMA’S ACCS PROJECT CODE REQUISITION NUMBER	<u><i>2000-03A-2530-2100-2589-D</i></u> <u><i>(MSC)</i></u> <u><i>W319298Y</i></u>
OTH CUSTOMER REF NO (58 spaces)	MSC TITLE DISCRPTION	<u><i>Workshops Seismic Issues Embankments & Tallings Dams</i></u>

g. MSC (fund code 06) – See paragraph 4.a.(5) for address to use when mailing bills citing fund code 06. Funding for “Environmental Support for FEMA Disasters” was received on IA EMF-1998-IA-0043. The work was funded with fund code “06” (Disaster Relief). *Establish* all customer orders in CEFMS according to guidance provided in this SOP. When more than one task order number has been issued for a given IA and each task order number has been authorized a certain amount of funds, *do not combine task orders on the same customer order number. Establish a unique customer order number per task order.* Follow procedures for establishing customer order numbers in paragraph 5.c.(1). The following table shows CEFMS fields on screen 2.13 that must be populated for miscellaneous (MSC) FEMA orders:

CUSTOMER ORDER – ORDER INFORMATION Screen 2.13

CEFMS FIELD TITLE	FEMA’S INFORMATION TITLE	SAMPLE ENTRY
CUSTOMER ORDER NO	INTERAGENCY AGREEMENT (IA)	<u><i>EMF-1998-IA-0043</i></u>
CUSTOMER REF NO(58 spaces)	FEMA’S ACCS TASK ORDER NUMBER PROJECT CODE PROJECT/REQUISITION NUMBER(S)	<u><i>1998-06-1155DR-9094-2589-D 98-0004 MSC 40-1 (P354574Y)</i></u>
OTH CUSTOMER REF NO(58 spaces)	MSC TITLE DESCRIPTION	<i>Environmental Support for FEMA Disasters</i>

7. SOURCE APPROPRIATION – CEFMS SCREEN 2.13.6.

a. Select the appropriate (new) Treasury Symbol when establishing the source appropriation on customer orders in CEFMS based on the IFMIS fund code. The IFMIS fund code can be found on the IA.

<u>IFMIS Fund Code</u>		<u>New Treasury Symbol(TS)</u>	<u>Old Treasury Symbol(TS)</u>	<u>TS Description</u>
03	use	70-Y-0700	58-Y-0101	Emergency Management Planning and Assistance (EMPA)
05	use	70-X-4236	58-X-4236	National Flood Insurance Fund
06	use	70-X-0702	58-X-0104	Disaster Relief Fund
27	use	70-X-4640	58 X 4188	Working Capital Fund
44	use	70-X-0500	58-X-0500	Flood Map Modernization Fund (General Fund)
48	use	70-X-5464	58-X-5464	Flood Map Modernization Fund (Revolving Fund)

b. *AGENCY LOCATION CODE (ALC)* - The ALC identifies the FEMA Regional Office responsible for making the disbursement and is entered on the source appropriation screen. See appendix A for guidance on selecting the appropriate ALC.

(1) The ALC is determined for FEMA fund codes 03, 05, 44, and 48 based on the third digit of the IA number. (For example, in EMW, the W denotes Washington, DC.) The ALC determines which payment office to use when establishing customer orders in CEFMS. See Appendix A. *The payment office (disbursing office) is located in block 12 of the IA FEMA Form 40-3.*

(2) The following is a sample source appropriation screen: Note the ALC is entered in the “Agency Location” field as shown on CEFMS screen 2.13.6.

The screenshot shows the 'Source Appropriation Data' screen in CEFMS. The 'Agency Location' field is highlighted with a green box and an arrow pointing to it from the left. The value entered in this field is '70070001'. Other fields include 'Customer Order No.: EMW2003IA0283', 'Fund Type: [blank]', 'Amendment No.: 00000', 'Order Type: E ECONOMY ACT ORDER', 'Item No.: 1', 'Approp Dept.: 70 DEPARTMENT OF HOMELAND SECURITY', 'Trans Dept.: NA', 'Approp Fiscal Year: X', 'Approp Symbol: 4236 NAT'L FLOOD INSURANCE FUND, EMER PREP', 'Approp Limitation: 0000 NO LIMITATION', 'CFY Reimb Src: [blank]', 'Fiscal Station: 000000 NOT APPLICABLE', 'Agency Location: 70070001 FEDERAL EMERGENCY MANAGEMENT AGENCY', 'Allotment: 0000 NOT APPLICABLE', 'Program Year: 2003', 'Mgt. Structure: 000000 NAT'L FLOOD INS FUND', 'Approp Expires: [blank]', 'OPR Agency: NA NOT APPLICABLE', 'EOR: 0000 NOT APPLICABLE', 'Location Code: NA', 'BAAN: NA', 'Procurement Program Order No.: NA', 'Project Code: NA', 'Seller Code: NA', 'MDEP Code: NA', 'Budget Line No: NA', 'Work Cat: NA', 'Work Cat Elem: NA', 'Civ CCS: NA', 'Carryover Ind: [blank]', 'Civ. Rpt. State: NA'. There are buttons for 'Prev Page', 'Prev', 'Next', 'Query', 'List', 'Save', 'Exit', and 'Next Page'. A status bar at the bottom says 'Click 'List' for list of appropriation dept codes. Record: 1/1'.

8. FINANCE APPROPRIATION – CEFMS SCREEN 2.13.9.

a. The finance appropriation for non-disaster orders may vary depending on the carrying appropriation of the Activity/Division performing the work as well as the nature of work being performed. Refer to ER-37-2-10 for the appropriate civil finance appropriation to use when establishing customer orders in CEFMS. Listed below are finance appropriations that may be used on Screen 2.13.9; but not all finance appropriations that may be used on Screen 2.13.9 are listed.

<u>Division Responsible for Performing Task</u>	<u>Finance Appropriations</u>
USACE Emergency Management Division (disaster relief)	96X3125 or 96X3123
USACE Planning Division (floodplain management)	96X3122 or 96X3121

FOR THE DIRECTOR:

James R. Greene
 JAMES GREENE
 Deputy Director, Administration Directorate
 USACE Finance Center

APPENDIX A

AGENCY LOCATION CODES ALC

The following examples pertain only to IA FEMA Form 40-3 funded with FEMA fund codes 03, 05, 27, 44, or 48.

Example #1:

IA Location ALC
“EMW-XXXX-IA-XXXX” Washington DC use ALC “70070001”

The “W” stands for Washington.

EMP-XXXX-IA-XXXX
EMB-XXXX-IA-XXXX
EMN-XXXX-IA-XXXX
EMP-XXXX-IA-XXXX
EMA-XXXX-IA-XXXX
EMC-XXXX-IA-XXXX
EMT-XXXX-IA-XXXX
EMK-XXXX-IA-XXXX
EMH-XXXX-IA-XXXX
EML-XXXX-IA-XXXX
EMM-XXXX-IA-XXXX

Bills citing any of the above IA numbers will also cite ALC “70070001” and will be mailed to the following Washington, DC address. (This address is located on FEMA Form 40-3, block 12.)

**Department of Homeland Security
Accounting Services Division
Disbursement & Receivables Branch
500 C Street SW, Room 723
Washington, DC 20472**

Example #2:

IA Location ALC
“EME-XXXX-IA-XXXX” Emmitsburg, MD use ALC “70070004”

The “E” stands for Emmitsburg. All bills citing customer order number EME-XXXX-IA-XXXX will be mailed to the following address. (This address is located on FEMA Form 40-3, block 12.)

**Department of Homeland Security
Federal Emergency Management Agency
National Emergency Training Center NETC
16825 South Seton Avenue
Emmitsburg, MD 21727**

APPENDIX A (CONT'D)

AGENCY LOCATION CODES ALC

Example #3:

IA Location ALC
“EMV-XXXX-IA-XXXX” Atlanta, GA use ALC “70070003”

The “V” stands for Round Hill, Virginia. All bills citing customer order number EMV-XXXX-IA-XXXX will be mailed to the following address. (This address is located on FEMA Form 40-3, block 12.)

**Department of Homeland Security
FEMA/Mt Weather Emergency Operations Center
ATTN: Working Capital Fund
POB: 129
Berryville, VA 22611**

The following examples pertain only to the IA FEMA Form 40-3 funded with fund code “06” All IAs funded with fund code “06” (not considering the third position of the IA) must be mailed to the POB 800, Berryville, VA address.

Example: #4

IA Location ALC
“EMP-XXXX-IA-XXXX” Philadelphia, PA use *ALC “70070002”
“EMS-XXXX-IA-XXXX” Bothell, WA use ALC “70070002”

The “P” represents Philadelphia, and the “S” represents Bothell. *The ALC “70-07-0002” will be used for fund code “06” regardless of the third position of the IA number. All customer order bills funded with fund code 06 will be mailed to the following address for payment regardless of the third position of the IA number. (This address is located on FEMA Form 40-3, block 12.)

**Department of Homeland Security
FEMA/EP&R
Disaster Finance Branch
Attn: Other Federal Agency Payments Team, Bldg. 708
P O Box 800
Berryville, VA 22611**