

Developing a Radiological Operations Support Specialist (ROSS) Emergency Management Assistance Compact Mission Ready Package



Version 1.0

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This job aid was created to support ROSS Resource Providers in organizing resource capabilities for rapid deployment through intrastate mutual aid and the Emergency Management Assistance Compact (EMAC), the nation's leading mutual aid system.

Since the adoption of Mission Ready Packages (MRPs), the EMAC system has significantly reduced the time between resource requests and deployment. Participating in EMAC training and developing a Mission Ready Package (MRP) are among the most effective ways to prepare for an EMAC deployment. Uploading your MRP to the Mutual Aid Support System (MASS) ensures the fastest delivery of critical resources - whether within your own state or to another - during a disaster. In many instances, the process can move from resource request publication to completed EMAC paperwork and deployment approval in just minutes or hours, rather than days.

Investing time in developing Mission Ready Packages (MRPs) strengthens your jurisdiction's preparedness and contributes to a broader national effort to rapidly share resources through EMAC.

What is a Mission Ready Package?

A Mission Ready Package (MRP) is a pre-planned, clearly defined capability that outlines everything necessary to carry out a specific mission for a designated period, along with estimated costs. It includes details such as logistical support needs, required equipment, personnel qualifications and licenses, operational limitations, and other essential considerations.

In the Mutual Aid Support System (MASS), an MRP is organized into eight sections: MRP Details, Travel, Personnel, Equipment, Commodities, Other, Total Cost Estimate, and Federal Funding.

MRPs can include resource typing definitions or job title/position qualifications as outlined by the National Incident Management System (NIMS). However, if a resource does not align with NIMS national definitions, it can still be incorporated into an MRP. In such cases, the resource should be described clearly, simply, and thoroughly - following NIMS principles - to ensure both the Requesting and Assisting States have a shared understanding of the resource's capabilities, skills, and qualifications. To check whether a resource matches federal definitions, visit the FEMA Resource Typing Library Tool:

<https://rtlt.preptoolkit.org/Public>

Determining the Need for an MRP

Before creating an MRP, confirm whether the resource can be legally deployed via intrastate or interstate mutual aid. Coordinate with your local and state emergency management agency to verify your resource is deployable.

Additional details on legal deployment mechanisms are available in the following EMAC *Preparedness Guide and Deployment Tips brochure*:

<https://www.emacweb.org/index.php/files/69/Educational-Resources/87/Public-Health-and-Medical-EMAC-Brochure.pdf>

Additionally, be sure to consult with your State ROSS Coordinator and State EMAC Coordinator when creating an MRP. Doing so ensures that each coordinator is involved in the specific MRP creation process and aware of your resource availability. A roster of State ROSS Coordinators is available at <https://crcpd.org/document/list-of-state-ross-coordinators/>

Unfortunately, as of this writing, a list of State EMAC Coordinators is not publicly available. State EMAC Coordinators may be contacted through their respective State Emergency Management Agency listed at

<https://www.emacweb.org/index.php/contact/contact-your-state-ema>

Cost Eligibility and Reimbursement Guidelines

This job aid does not cover specific cost eligibility or reimbursement rules. All estimated costs included in the MRP must be directly related to the mission, eligible under applicable guidelines, and supported by documentation.

For detailed information on eligible costs, required alignment with jurisdictional or state policies, necessary documentation to verify expenses, and more, please consult the *EMAC Resource Provider and Deployed Personnel Standard Operating Guidelines*.

These guidelines may be downloaded and viewed at

<https://www.emacweb.org/index.php/files/69/Educational-Resources/171/Standard-Operating-Guidelines-for-Resource-Providers-and-Deploying-Personnel.pdf>

Developing a Mission Ready Package (MRP):

There are two ways to develop a Mission Ready Package (MRP):

1. Online through the Mutual Aid Support System (MASS) – This is the preferred method, as it enables your resource to be utilized across the full EMAC system for preparedness, resource allocation, and pre-event planning.
2. Using the NEMA-developed Excel template – This template can be uploaded into both MASS and the EMAC Operations System (EOS). Once the MRP is created in Excel, it should be uploaded to MASS for ongoing maintenance. You also have the option to download it back into Excel at any time.

What is the Mutual Aid Support System (MASS)?

The Mutual Aid Support System (MASS) is a free, GIS-based online tool that serves as a centralized inventory for Mission Ready Packages (MRPs). Fully integrated with all EMAC systems, MASS supports resource allocation, pre-event planning, assistance offers, and the development of reimbursement packages.

All Resource Providers have access to MASS and can create their MRPs within the system. Once an MRP is published, it becomes visible to users within the state. The state's EMAC Coordinator can then publish it nationally, making it accessible to all State Emergency Management Agencies. Published MRPs appear on the MRP map and in search results when states are seeking available resources.

It's important to regularly update MRPs in MASS to ensure they remain accurate and ready for deployment.

Resource Providers can create and update their MRPs directly in MASS, allowing State EMAC Coordinators to access and use them across all EMAC applications - from the EMAC Operations System to the Resource Planner. Additional information, including creating a free EMAC account and instructions for completing an MRP directly in MASS are available at <https://nemaweb.org/wp-content/uploads/2023/12/MASS-MRP-Job-Aid-March-2022.pdf>

If you prefer starting with an Excel MRP template, no problem - simply download one of the provided templates, fill it out, and upload it to MASS with a single click. You can access the Excel templates at https://www.emacweb.org/index.php/learn/mission-ready-packages/#mrp_templates

The “Up To 25 Personnel” Excel template should be utilized for a ROSS- Single Resource, Taskforce or Strike Team MRP. The Excel MRP template is comprised of an Excel Workbook consisting of six worksheets, “MRP”, “Travel”, “Personnel”, “Equipment”, “Commodities”, and “Other”. Each worksheet is selectable by corresponding tabs at the bottom of the Workbook.

	A	B	C	D	E	F	G	H	I	J	K
1	2011-25										
2	Assisting State Emergency Management Mission Reference										
3	Resource Provider Tracking Number:										
5	NOTE: Development of a Mission Ready Package does not guarantee deployment on an EMAC mission through your state emergency management agency (SEMA). Development of the MRP should be coordinated with your SEMA. NIMS Resource Typing is not a requirement for developing an MRP under EMAC as all resources are valuable. All costs are estimated based on current data and should be validated at the time the MRP is requested. Costs may vary from the costs estimated in the MRP or the actual costs incurred during the deployment. Therefore, the MRP should be maintained in an operational state of readiness to facilitate both deployment and reimbursement requirements.										
7	1. MRP Title:										
9	2. Resource Provider / Agency Name:										
10	3. Location:					Address:					
11						City:					
12						State:		Zip:			
13						First Name:		Last Name:			
	MRP Travel Personnel Equipment Commodities Other +										

Whichever method you choose, having your MRP in MASS ensures it's included in the national inventory and fully integrated into all EMAC applications - from pre-event planning through to reimbursement.

Additional EMAC MRP information, instructional videos and free web-based training is available at <https://www.emacweb.org/index.php/learn/mission-ready-packages>

Instructions for Completion of the ROSS Single Source Resource MRP Excel template:

An example of a completed Type I ROSS Excel MRP template is included in the back of this job aid.

Note: When entering data in the Excel MRP template, hovering the computer cursor over the red triangle in the upper right corner of a data field provides an explanation of the data to be entered in this field. A red triangle is not available in all the fields.

Template Row #	Field Title and Completion Instructions
	“MRP” Worksheet (tab)
1	Locked Form Field
2	Assisting State Emergency Management Mission Reference Number: Leave blank. This number will be provided by the Assisting State to track the resource during mission use.
3	Resource Provider Tracking Number: Optional - Enter the unique resource tracking identifier/number as determined by the Resource Provider. If your agency does not have a resource numbering scheme for such purposes, the following is an option: The resource’s home state - the resource agency’s official abbreviation - “ROSS” - three digits starting with “001”. For example, “VT-VDH-ROSS-001”
4-6	Locked Form Fields
7	1. MRP Title: Enter “Radiological Operations Support Specialist – Type #”, whereas “#” is a I, II, or III to indicate the ROSS Type. If creating a ROSS Strike Team MRP, enter “Radiological Operations Support Specialist (ROSS) Strike Team – Type #”, whereas “#” is a I, II or III to indicate the Strike Team Type. If creating a ROSS Taskforce MRP, enter “ROSS Taskforce”.
8	Locked Form Field
9	Resource Provider/Agency Name: Enter the name of the entity (e.g., governmental agency or private company) that is providing (responsible for) this MRP resource. For example, if the resource is provided by a governmental organization or agency, enter the name of the governmental agency (e.g., “Any Town Department of Public Health”).
10-12	3. Location – Address, City, State, Zip: Enter the physical street address information of this MRP resource within its home state. This information serves as the resource’s home departure point for EMAC deployment. In other words, where is the resource responding/deploying from. The resource’s agency or company address may be utilized. For a ROSS -single resource from a state government entity, the ROSS’s local/regional office address may more accurately reflect the proximity of the resource to the requestor’s incident/event. For a ROSS -Taskforce (TF) or -Strike Team (ST), the physical location in which the TF/ST members assemble prior to deployments should be entered. This may be a state headquarters, regional or local office, and will likely vary from state to state.

Template Row #	Field Title and Completion Instructions
	<i>This must be the physical location to be properly geo-coded within the system.</i>
13-15	Point of Contact – First and Last Name, Phone, Mobile, 24-hr Phone, Email: Enter who is the primary point of contact for this resource.
16	5. NIMS Resource Typing (if applicable): Locked Form Field
17	NIMS Category: Select “Medical and Public Health” from the drop-down list.
17	Kind: Select “Single Resource” from the drop-down list.
17	Type: Select either “Type I”, Type II, or “Type III” from the drop-down list.
18	Components: Enter “Personnel, guidance and reference documents, analytic tools, resource dedicated computing and communications equipment.”
19	Metrics: Leave blank
20-21	6. Identify Emergency Support Functions (ESFs) Supported: Enter the following: ESF 5 – Emergency Management ESF 8 – Public Health & Medical Services ESF 10 – Oil & Hazardous Materials Response ESF 11 – Agriculture & Natural Resources ESF 15 – External Affairs
22-23	7. Mission Capabilities: Enter “Provides subject-matter expertise and guidance on issues related to radiation, the environment, hazard modeling, data and risk management, and public protective actions.”
24-25	8. Detailed Resource Description: Enter “Provides subject-matter expertise and guidance regarding radiation, the environment, hazard modeling, data and risk management, public protective actions and other scientific/technical issues to incident response leaders at any level. Gathers, organizes, synthesizes, documents and distributes incident and resource information to improve situational awareness at all levels of incident management. Is able to clearly explain the implications of modeling, measurement and analysis methods, as well as the health risks and hazards that exist during a radiological or nuclear incident. May function as a ROSS Strike Team/Taskforce Leader. See FEMA's Resource Typing Definition for Response Situational Assessment for additional information.”

Template Row #	Field Title and Completion Instructions
26	9. Resource is: Select “Mobile (has transportation component built in)” from drop-down list.
27-28	10. Space and Size Requirements Needed to Carry out the Mission: Specify the physical space and dimensions required for this resource to be fully set up and operational. Provide as much detail as possible to ensure that appropriate accommodations can be made and to avoid any delays or obstacles to the MRP's ability to establish and carry out its assigned mission. For example, for a ROSS-Single Resource the entry could be “Single personnel workstation (table/desk and chair, 110v electrical power). Network connectivity to on-site computer printer, desirable.”
29-30	11. Limiting Factors to the Resource: Enter any current or potential constraints that may impact the effectiveness or performance of the resource. Examples of such limitations include: • Personnel are available for standard 10-hour shifts, rather than the expected 12-hour shifts • Equipment lacks a maintenance component for servicing • Resource is not self-sustaining and will need logistical support • Deployment capability is restricted to one week • Resource does not include its own transportation capability
31-32	12. Logistical Support Needed During Mission: Outline any necessary provisions for personnel or resources during the mission. This may include access to internet, electrical power, vehicle fuel and maintenance support, as well as food services, lodging, and sanitation facilities for MRP assigned personnel.
33-34	13. Deployment Timeline: Estimated Deployment Prep Time: Indicate the number of hours required for the resource to be ready for deployment after receiving official notification from your State Emergency Management Agency (Assisting State). This time frame should be expressed as “N+” hours, where “N” represents the moment of notification. For example, if it takes nine hours to prepare the resource, enter “9” in the field.
35	Details and Costs for Travel, Personnel, Equipment, Commodities, & Other: Locked Form Fields.
36-42	14. Travel: Locked Form Fields. Auto-populates from data entered in the “Travel” worksheet (tab). Unless you're developing the MRP for a specifically identified mission, you may not know the deployment location needed to determine accurate per diem rates. Choose one of the following methods to enter travel cost information:

Template Row #	Field Title and Completion Instructions
	1. Leave the travel cost fields blank for now and complete them when you're ready to respond to a specific resource request. You can download your MRP from MASS, update the Excel file, and either send it to your EMAC Coordinator or re-upload it in MASS when making your offer. 2. If you are creating the MRP for a specific mission, use known costs for that mission as your estimates. 3. If the deployment location is known but the mission duration is not, assume a standard 14-day deployment to estimate travel expenses. 4. Estimate travel costs based on the furthest likely deployment destination. <i>Example: California may base estimates on a potential deployment to Key West, FL, ensuring actual costs will likely fall below the projected amount.</i>
43-44	Identify any transportation requirements: Unless you're developing the MRP for a specifically identified mission, you may not know the deployment location needed to determine accurate transportation requirements. Choose one of the following methods to enter transportation requirements: 1. Leave the transportation requirements blank for now and complete it when you're ready to respond to a specific resource request. You can download your MRP from MASS, update the Excel file, and either send it to your EMAC Coordinator or re-upload it in MASS when making your offer. 2. If you are creating the MRP for a specific mission, use known transportation requirements for that mission.
45-48	15. Personnel: Locked Form Fields. Auto-populates from data entered in the "Personnel" worksheet (tab). Salary information is typically sensitive and usually accessible only to finance, administrative personnel, or management. Make sure to consult with the appropriate financial staff to accurately complete this section.
49-50	List personnel by Type (if applicable): For a ROSS-Single Resource, enter the following: "Type # Radiological Operations Support Specialist (ROSS)", whereas "#" indicates Type I, II, or III. For a ROSS-Strike Team or Taskforce, list the resource personnel by position Type. For example, a Type III ROSS Strike Team might consist of five Type III ROSS, plus one Type I ROSS as the Strike Team Leader.
51-52	Identify the minimum licenses or certifications carried by the personnel on mission: Specify any licenses, certifications, or professional credentials that personnel must have, as required by the

Template Row #	Field Title and Completion Instructions
	Resource Provider, to participate in the mission. At a minimum, this should include 1) a valid Driver's License, and 2) a valid ROSS-Type # credential issued in accordance with the National Incident Management System (NIMS) Guideline for the National Qualification System (NQS)", whereas "#" indicates Type I, II or III. Note: A valid "Red Card" issued through Mission Edge indicating the appropriate ROSS qualification may be used as the required professional credential.
53-54	Requirements for Rotation of Personnel: Specify how personnel rotations will be managed during the mission. For example, if seven individuals are scheduled to work 8 hours of regular time and 4 hours of overtime daily for 14 days, a second group of seven may be deployed on Day 12 to relieve the initial team. The incoming personnel would follow the same schedule, bringing the total number of assigned personnel to 14. Some missions may involve multiple rotations. For instance, a first rotation may consist of 10 personnel for 14 days, followed by a second rotation of 10 for an additional 14 days. While this extends the mission to 28 days and increases travel costs, it is important to document this to establish clear expectations for mission duration. It is standard practice to include a one-day overlap between rotations to allow time for briefings and the transfer of situational awareness.
55-58	16. Equipment: Locked Form Fields. Auto-populates from data entered in the "Equipment" worksheet (tab). Equipment costs are calculated based on hourly rates. If your jurisdiction or state does not have established equipment rates documented in policies, refer to the FEMA Equipment Rates (https://www.fema.gov/assistance/public/schedule-equipment-rates).
59-60	List all Equipment Requirements: Indicate any specific requirements necessary for operating the equipment. This may include internet or communication network connectivity, secured parking, or limitations such as a maximum of eight hours of operation per day. For example, enter the following, "110 VAC electricity and Internet connectivity. Field equipment used in radiologically contaminated areas must be assessed for contamination and decontaminated at the end of each shift (operational period), as necessary."
61-62	Identify the Type of Property (Expendable, Accountable, or Sensitive): Specify whether the equipment is classified as expendable, accountable, or sensitive. Details on how the equipment will be used or operated are not required. For the purposes of the MRP, use the following definitions when classifying equipment:

Template Row #	Field Title and Completion Instructions
	<u>Expendable</u> – Has a service life of less than 1 year and when consumed its identity becomes an integral part of another item of property (e.g., water). <u>Accountable</u> – Non-expendable property with a over \$1,000 for which controls and official accountability records are maintained (e.g., specialized vehicle). <u>Sensitive</u> – Items of supply and equipment which because of their nature and portability are susceptible to misappropriation (e.g., laptop computer).
63-64	Identify and maintenance and rehabilitation requirements needed for this equipment: Outline any maintenance or rehabilitation needs for the equipment. These may be required during deployment or upon demobilization and can include: • Decontaminating equipment at the end of each shift • Performing decontamination and rehabilitation immediately upon return to the home duty station • Conducting daily servicing and maintenance of vehicles
65-67	17. Commodities: Locked Form Fields. Auto-populates from data entered in the “Commodities” worksheet (tab). Commodities refer to expendable or consumable items such as office supplies, personal care products, water, ice, snacks, fuel, and other single-use materials. If the MRP includes a standard kit - such as a first aid kit - you may group it as a single item instead of listing each component separately. This approach streamlines data entry and saves time.
68-71	18. Other: Locked Form Fields. Auto-populates from data entered in the “Other” worksheet (tab). Other Costs Include expenses that don’t fall under equipment (non-expendable) or commodity (expendable) categories. Examples may include mobile phone charges, laundry services, equipment decontamination, vaccinations or inoculations, equipment rentals, shipping fees, and any other costs not captured in other sections.
72-76	19. Estimated Daily Costs... Locked Form Fields. Auto-populates the total amounts from the aggregate data entered in the worksheets (tabs).
77	Enter total number of estimated mission days: Entering the total number of estimated mission days enables the calculation of daily costs for travel, equipment and other fixed costs. Unless you’re developing the MRP for a specifically identified mission, you may not know the number of estimated mission days. Choose one of the following methods to enter this information:

Template Row #	Field Title and Completion Instructions
	1. Leave this field blank for now and complete it when you're ready to respond to a specific resource request. You can download your MRP from MASS, update the Excel file, and either send it to your EMAC Coordinator or re-upload it in MASS when making your offer. 2. If you are creating the MRP for a specific mission, use the known number of mission days as your estimates. 3. If the number of estimated mission days is not known, assume a standard 14-day deployment. This information should be updated when you respond to a specific resource request.
78-81	Travel, Equipment, Other Daily Costs... Locked Form Fields. Auto-populates the total amounts from the aggregate data entered in the worksheets (tabs).
83-86	20. Total Mission Ready Package Estimated Costs: Locked Form Fields. Auto-populates the total amounts from the aggregate data entered in the worksheets (tabs).
"Travel" Worksheet (tab)	
	Assisting State Emergency Management Mission Reference Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
	Resource Provider Tracking Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
	Total Travel Costs: Locked Form Field. Auto-populates the total amounts from the aggregate data entered in the Travel worksheet.
	Enter Detailed Travel Cost Below: If you're not developing the MRP for a specific, pre-identified mission, you may not have enough information about the deployment location to determine accurate per diem rates. Choose one of the following methods for entering travel cost information: 1. Leave the travel cost fields blank and complete them when you're ready to respond to a specific resource request. You can download your MRP from MASS, update it in the Excel workbook, and either send it to your EMAC Coordinator or upload it back into MASS when making your offer. 2. If you're building the MRP for a defined mission, use the associated travel costs as your estimate.

Template Row #	Field Title and Completion Instructions
	3. If the deployment location is known but mission duration is not, estimate travel costs based on a standard 14-day deployment. 4. Use the maximum possible travel distance to estimate costs. <i>Example: California could estimate travel costs based on a deployment to Key West, FL. This ensures actual costs are unlikely to exceed the estimate.</i>
	Personal Vehicle: Provide the estimated mileage to the mission site, mileage expected during the mission, return mileage, and the applicable mileage reimbursement rate. The rate should align with jurisdictional, state, or federal policy guidelines.
	Rental Vehicle: Provide the estimated cost for any required rental vehicle(s), including projected expenses for insurance and fuel. Receipts for fuel, vehicle rental, and insurance must be submitted for reimbursement. The total cost will be calculated automatically.
	Government Vehicle Cost: Enter the estimated costs associated with the use of government vehicles. This can be calculated using either a daily rate for jurisdictional or state-owned vehicles or the federal GSA mileage rate.
	Total Airfare Travel: Enter the estimated cost of air travel, including ticket prices and any additional fees (e.g., baggage). The total will be calculated automatically. In most cases, personnel are required to book the lowest available fare in Coach class, as first-class tickets are not eligible for reimbursement.
	Meals/Tips: A. Total Meals and Tips by Expense: If this method is used, receipts must be provided for every meal purchased during the deployment. B. Meals by Per Diem: To use the per diem method, enter the daily meal rate, the number of days, and the number of personnel. If the mission spans multiple jurisdictions, different per diem rates may apply. Refer to the official GSA per diem lookup tool on the GSA website for accurate rates.
	Lodging: Lodging in disaster-affected areas is often limited and in high demand. Estimate lodging costs based on the best available rate at the time of booking. When making reservations, inform the hotel that you are a government employee involved in disaster response—many hotels may offer a “state” rate. Some jurisdictions have a maximum reimbursable lodging rate, so be sure to verify your jurisdiction’s policy, especially for out-of-state travel, to ensure your reimbursement request aligns with local guidelines.

Template Row #	Field Title and Completion Instructions
	Parking Fees: Parking costs can be projected in advance by identifying the daily parking rate, then multiplying it by the number of vehicles and the number of deployment days specified in the mission request.
	Shipping & Transportation Costs: These costs should be estimated once the deployment location is known or can be based on historical data from similar past deployments
	Notes & Comments: Add any relevant notes or details that could affect cost estimates. For example, if your estimate is based on a specific deployment location, the costs may need to be revised if the mission location changes.
	“Personnel” Worksheet (tab)
1	Assisting State Emergency Management Mission Reference Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
2	Resource Provider Tracking Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
3-4	Total Daily Personnel Costs, Total Mission Personnel Costs and Lines of Data Entered: Locked Form Fields. Auto-populates the total amounts from the aggregate data entered in the Personnel worksheet.
6	Total # of Personnel on Mission: Enter the number of personnel assigned to the MRP. Enter “1” if you are creating a ROSS-Single Resource. If creating an MRP for a ROSS Strike Team (ST) or Taskforce (TF), enter the number of personnel that will deploy on the ST or TF.
10+	Detail for Personnel Costs: This section is used to track specific personnel, their roles, and the staffing costs related to your MRP. All personnel must record their work hours, including their arrival time at the response location, as well as sign-in and sign-out times each day. Overtime rates and protocols should also be documented. While the planned duration of stay is typically 14 days, this may change depending on the circumstances. Accurately tracking employee hours is essential for the reimbursement process. Specify the number of personnel and their roles. Since team names may vary by agency, it’s important to clearly define their positions and responsibilities. Teams should include titles (e.g., Supervisor) to ensure the provided rates are clear and to give the requesting agency a designated point of contact.

Template Row #	Field Title and Completion Instructions
	For the ROSS MRP template, the "First Name" and "Last Name" columns are pre-filled with position titles as place holders. As you build your MRP, replace the listed position title with the actual name of the individual assigned to that role. If you are creating a ROSS-Single Resource, the name, contact and compensation information for the one ROSS member would be listed. However, if creating a ROSS Strike Team (ST) or Taskforce (TF) MRP, all members of the ST or TF should be listed in this section. In this case, the MRP could include pre-filled position titles for each ST or TF member. For example, a pre-filled ROSS TF MRP might list one of the following on each line in this section: TF Leader, Type I ROSS, Type I ROSS, Type II ROSS, Type II ROSS, Type III ROSS, Type III ROSS.
	"Equipment" Worksheet (tab)
1	Assisting State Emergency Management Mission Reference Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
2	Resource Provider Tracking Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
5-7	Total Equipment Calculated by Quantity, Total Equipment Calculated by Rate, and Lines of Equipment Entered: Locked Form Field. Auto-populates the total amounts from the aggregate data entered in the Equipment worksheet.
9+	Equipment Costs, Equipment Description, Priced by Quantity, Priced by Equipment Rate: List each piece of equipment that will be used as part of the MRP. In the Description field, include any specific operational requirements for specialized equipment. For example, limited to eight hours of use per day or requiring a hard surface for setup. Equipment costs should be calculated using hourly rates. If your jurisdiction or state does not have established and documented rates, refer to the FEMA Equipment Rates at: https://www.fema.gov/assistance/public/schedule-equipment-rates. The equipment items and their respective quantities listed in the example Excel MRP template - Equipment worksheet (page 26 of this job aid) are merely for explanation purposes. The listed items are examples of the minimal equipment that might be commonly used on a Type I ROSS deployment. The listed equipment in your MRP may differ.
	"Commodities" Worksheet (tab)

Template Row #	Field Title and Completion Instructions
1	Assisting State Emergency Management Mission Reference Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
2	Resource Provider Tracking Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
5	Lines of Commodity Data Entered & Total Commodity Costs for Mission Calculated by Quantity: Locked Form Fields. Auto-populates the total amounts from the aggregate data entered in the Commodities worksheet.
7+	Commodity Costs & Priced by Quantity: Commodities refer to expendable or consumable items such as office supplies, personal care products, water, ice, snacks, fuel, and other single-use materials. If the MRP includes a standard kit - such as a first aid kit - you may list it as a single item instead of detailing each individual component. This approach streamlines data entry. Be sure to enter each commodity included in the MRP on a separate line. The commodity items and their respective quantities listed in the example Excel MRP template - Commodities worksheet (page 27 of this job aid) are merely for explanation purposes. The listed items are examples of the minimal commodities that might be commonly used on a Type I ROSS deployment. The listed commodities in your MRP may differ.
	“Other” Worksheet (tab)
1	Assisting State Emergency Management Mission Reference Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
2	Resource Provider Tracking Number: Locked Form Field. This field will auto-populate with the information entered in the MRP worksheet (tab).
5	Lines of Other Data Entered, Total Other Costs Calculated by Quantity & Total Other Costs Calculated by Rate: Locked Form Fields. Auto-populates the total amounts from the aggregate data entered in the Other worksheet.
7+	Other Costs: Other Costs refer to expenses that don't fall under equipment (non-expendable resources) or commodity (expendable resources) categories. Examples include mobile phone charges, laundry services, equipment decontamination, vaccinations or inoculations, equipment rental, shipping, and other costs not specified elsewhere.

Template Row #	Field Title and Completion Instructions
	You can list items either by Quantity or by Rate (rate per day x quantity x number of days used). The totals will be calculated automatically. Be sure to enter each Other item included in the MRP on a separate line. The other items and their respective quantities listed in the example Excel MRP template - Other worksheet (page 28 of this job aid) are merely for explanation purposes. The listed items are examples of the minimal other item that might be common on a Type I ROSS deployment. The listed other items in your MRP may differ.

Example Excel MRP Template – Type I ROSS

	A	B	C	D	E	F	G	H	I	J	K
1	2011-25										
2	Assisting State Emergency Management Mission Reference					(Unique information entered for each individual MRP)					
3	Resource Provider Tracking Number:					(Unique information entered for each individual MRP)					
5	NOTE: Development of a Mission Ready Package does not guarantee deployment on an EMAC mission through your state emergency management agency (SEMA). Development of the MRP should be coordinated with your SEMA. NIMS Resource Typing is not a requirement for developing an MRP under EMAC as all resources are valuable. All costs are estimated based on current data and should be validated at the time the MRP is requested. Costs may vary from the costs estimated in the MRP or the actual costs incurred during the deployment. Therefore, the MRP should be maintained in an operational state of readiness to facilitate both deployment and reimbursement requirements.										
7	1. MRP Title:				Radiological Operations Support Specialist (ROSS) - Type I						
9	2. Resource Provider / Agency Name:				(Unique information entered for each individual MRP)						
10	3. Location:		Address:								
City:											
State:			Zip:								
13	4. Point of Contact:		First Name:				Last Name:				
Phone:				Mobile:							
24-hr Phone:				Email:							
16	5. NIMS Resource Typing (if applicable):										
17	NIMS Category:		Medical and Public Health		Kind:		Single Resource		Type:		Type I
18	Components:		Personnel, guidance and reference documents, analytic tools, resource dedicated computing and communications equipment								
19	Metrics:										

20	6. Identify Emergency Support Functions (ESFs) Supported:	
21	ESF 5 - Emergency Management, ESF 8 - Public Health & Medical Services, ESF 10 - Oil & Hazardous Materials Response, ESF 11 - Agriculture & Natural Resources, ESF 15 - External Affairs	
22	7. Mission Capabilities:	
23	Provides subject-matter expertise and guidance on issues related radiation, the environment, hazard modeling, data and risk management, public protective actions.	
24	8. Detailed Resource Description:	
25	Provides subject-matter expertise and guidance regarding radiation, the environment, hazard modeling, data and risk management, public protective actions and other scientific/technical issues to incident response leaders at any level. Gathers, organizes, synthesizes, documents and distributes incident and resource information to improve situational awareness at all levels of incident management. Is able to clearly explain the implications of modeling, measurement and analysis methods, as well as the health risks and hazards that exist during a radiological or nuclear incident. May function as a ROSS Strike Team/Taskforce Leader. See FEMA's Resource Typing Definition for Response Situational Assessment for additional information.	
26	9. Resource is:	Mobile (has transportation component but
27	10. Space and Size Requirements Needed to Carry out Mission:	
28	Single personnel work station (table/desk and chair, 110v electrical power). Network connectivity to on-site computer printer desirable.	
29	11. Limiting Factors to the Resource:	
30	(Unique information entered for each individual MRP)	
31	12. Logistical Support Needed During Mission:	
32	110 VAC electrical power, access to internet, on-site computer printer access, vehicle fuel and maintenance support, food services, lodging and sanitation facilities, locally compatible portable and/or mobile radio communications (as necessary).	
33	13. Deployment Timeline	
34	N+	(Unique information entered for each individual MRP)

35	Details and Costs for Travel, Personnel, Equipment, Commodities, & Other:			
36	14. Travel:			
37	Enter all Travel cost details under "Travel" tab in worksheet.			
38	Total Personal Vehicle Costs:	\$ -	Total Rental Vehicle Total Costs:	\$ -
39	Total Governmental Vehicle Costs:	\$ -	Total Air Travel Costs:	\$ -
40	Total Expenses Meals & Tips (Receipt):	\$ -	Total Meals & Tips (Per Diem):	\$ -
41	Total Lodging	\$ -	Total Parking Fees:	\$ -
42	Total Shipment and Transportation Costs:	\$ -		
43	Identify any transportation requirements:			
44	(Unique information entered for each individual MRP)			
45	15. Personnel:			
46	Enter all personnel cost details under "Personnel" tab in worksheet.			
47	Number of Lines of Data Entered	1	Total Number of Personnel Assigned to	0
48	Total Daily Personnel Costs	\$ -	Total Personnel Costs	\$ -
49	List personnel by Type (if applicable).			
50	Type I Radiological Operations Support Specialist (ROSS)			
51	Identify the minimum licenses or certifications carried by the personnel on mission:			
52	Valid Driver's License; valid ROSS - Type I credential issued in accordance with the National Incident Management System (NIMS) Guideline for the National Qualification System (NQS).			

Requirements for Rotation of Personnel:

(Unique information entered for each individual MRP)

16. Equipment:

Enter all Equipment cost details under "Equipment" tab in worksheet.

Number of Fuel Consuming Equipment	0	Number of Non-Fuel Consuming Equipment	0
Total Equipment Cost Calculated by Quantity	\$ -	Total Equipment Cost Calculated by Rate	\$ -

List all Equipment Requirements:

110 VAC electricity and internet connectivity. Field equipment used in radiologically contaminated areas must be assessed for contamination and decontaminated at the end of each shift (operational period), as necessary.

Identify the Type of Property (Expendable, Accountable, or Sensitive):

Expendable, Accountable and Sensitive

Identify any maintenance and rehabilitation requirements needed for this equipment:

- Decontaminating contaminated equipment at the end of each shift
- Performing decontamination and rehabilitation immediately upon return to the home duty station
- Conducting daily servicing and maintenance of vehicles

17. Commodities:

Enter all Commodities cost details under "Commodities" tab in worksheet.

Lines of Commodity Data Entered:	5	Total Costs of Commodities:	\$ -
---	---	------------------------------------	------

18. Other:

Enter all Other cost details under "Other" tab in worksheet.

Lines of Other Data Entered	5		
Total Other Cost Calculated by Quantity	\$ -	Total Other Cost Calculated by Rate	\$ -

APPROXIMATIONS FOR DAILY COSTS AND MAY NOT ACCURATELY REFLECT TRUE DAILY COSTS.

	Personnel:	Equipment:	Commodities:	Other:
	\$ -	\$ -	\$ -	\$ -
ESTIMATED AVERAGE DAILY COSTS WITHOUT TRAVEL, EQUIPMENT (by daily rate), & OTHER (by daily rate):	\$ -			
Enter total number of estimated mission days (Unique information entered for each individual MRP)				
Travel (costs that are fixed and are not calculated by a daily rate):	#VALUE!			
Equipment (costs fixed by quantity & not calculated by a daily rate):	#VALUE!			
Other (costs fixed by quantity & not calculated by a daily rate):	#VALUE!			
ESTIMATED AVERAGE DAILY COST WITH TRAVEL, EQUIPMENT, OTHER (from	#VALUE!			

20. TOTAL MISSION READY PACKAGE ESTIMATED COSTS:

Travel:	Personnel:	Equipment:	Commodities:	Other:
\$ -	\$ -	\$ -	\$ -	\$ -
ESTIMATED TOTAL MISSION COST:	\$ -			

Travel Worksheet

Assisting State Emergency Management Mission Reference Number:				(Unique information entered for each individual MRP)		
Resource Provider Tracking Number:				(Unique information entered for each individual MRP)		
Total Travel Costs:				\$ -		
Enter Detailed Travel Costs Below:						
Personal Vehicle:						
Personal vehicle rates are calculated by the mileage rates available at www.gsa.gov . Mileage rate includes fuel & wear/tear on vehicle.	Mileage	Mileage on Mission Site	Return Mileage	Rate Per Mile	Total:	
					\$ -	
Rental Vehicle:						
Rental vehicle fee includes the rental rate and fuel.	Vehicle Rental	Insurance (optional)	Total Purchase Cost for Fuel (must submit receipts for reimbursement)		Total:	
					\$ -	
Governmental Vehicle Costs:						
Governmental vehicle costs are for only fuel. Costs for wear/tear on vehicle should be expensed under "Equipment".	Total Cost for Government Vehicle Use (must submit receipts for reimbursement)			Total:		
				\$ -		
Total Air Travel:						
Price of air ticket includes cost to and from mission site.	Cost for Air Travel Ticket(s):		Additional Fee Not Included in the Ticket Purchase Price		Total:	
					\$ -	
Meals/Tips:						
	Total Meal Expense:	Total Meal Expense plus tips (must submit receipts for reimbursement)				Total Actual Meals/Tips
						\$ -
While traveling to and from or while on a mission, per diem rates may change. Use a different box to note changes in per diem	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	Total Per Diem Meals/Tips
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
			# of Days @		meals/tips	
					\$ -	\$ -

Travel Worksheet (continued)

Lodging							
Lodging can be input at per diem or actual costs.	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Total Lodging Per Day:		\$ -		total Lodging per Mission:		\$ -
	Parking Fees						
	Parking may include hotel, airport, or lot fees.	Total Parking Expenses					Total Parking Fees
							\$ -
	Shipment & Transportation Costs for Equipment, Commodities, & Supplies						
	Costs for shipping and transporting equipment, commodities, and supplies to and from the mission site.	Equipment	Commodities	Supplies	Total Shipping & Transportation		
					\$ -		
	Notes/Comments:						

Personnel Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M			
1	Assisting State Emergency Management Mission Reference Number:					(Unique information entered for each individual MRP)										
2	Resource Provider Tracking Number:					(Unique information entered for each individual MRP)										
3	Total Daily Personnel Costs: \$					-				Total Mission Personnel Costs: \$					-	
4	Lines of Data Entered														1	
6	Enter Total # of Personnel on Mission:															
8	Detail for Personnel costs:															
9	First Name:	Last Name:	Phone:	E-Mail:	Regular Salary Hourly Rate	Fringe Benefit Hourly Rate	# of Regular Hours	Overtime Salary Hourly Rate	Overtime Fringe Benefit Hourly	# of Overtime Hours worked	# of Days on Mission	Total Daily Cost	Total Mission Cost			
10	Type I	ROSS										\$ -	\$ -			
11												\$ -	\$ -			
12												\$ -	\$ -			
13												\$ -	\$ -			
14												\$ -	\$ -			
15												\$ -	\$ -			
16												\$ -	\$ -			
17												\$ -	\$ -			
18												\$ -	\$ -			
19												\$ -	\$ -			
20												\$ -	\$ -			
21												\$ -	\$ -			
22												\$ -	\$ -			
23												\$ -	\$ -			
24												\$ -	\$ -			
25												\$ -	\$ -			
26												\$ -	\$ -			
27												\$ -	\$ -			
28												\$ -	\$ -			
29												\$ -	\$ -			
30												\$ -	\$ -			
31												\$ -	\$ -			
32												\$ -	\$ -			
33												\$ -	\$ -			
34												\$ -	\$ -			
35												\$ -	\$ -			

Equipment Worksheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q
1	Assisting State Emergency Management Mission Reference				(Unique information entered for each individual MRP)										
2	Resource Provider Tracking Number:				(Unique information entered for each individual MRP)										
3	Equipment is nonexpendable resources. It is expected that equipment used during a mission is the property of the mission provider. Equipment purchased to conduct the mission is the property of the Requesting State and must be left with the state emergency management agency at time of demobilization unless reimbursement for the newly purchased equipment is not requested. Equipment should be fully accounted for both during the mission and when returned home. Costs to decontaminate or restore equipment to pre-mission condition should be included under the "Other" tab within this worksheet. Damaged or destroyed equipment must be documented. Costs for deductibles or items not covered by insurance must be documented and included in the reimbursement package. Rental equipment should be entered under the "Other" tab of this worksheet.														
5	Total Equipment Calculated by Quantity:				\$	-			Total Equipment Calculated by Rate:				\$	-	
7	Lines of Equipment Entered:		7	# of Fuel Consuming Equipment:				# of Non-Fuel Consuming Equipment:							
9	Equipment Costs:														
10	Equipment Description:				Priced by Quantity			Priced by Equipment Rate							
11					Cost Per Item	Quantity	Total Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:				
12	1	Laptop Computer				1	\$ -					\$ -			
13	2	Cell Phone				1	\$ -					\$ -			
14	3	Communications equipment (Radios and frequency TBD)				1	\$ -					\$ -			
15	4	Work Gloves				1	\$ -					\$ -			
16	5	Safety Helmet				1	\$ -					\$ -			
17	6	Safety Glasses/Googles				1	\$ -					\$ -			
18	7	HEPA P100 or N95 Masks				5	\$ -					\$ -			
19	8						\$ -					\$ -			
20	9						\$ -					\$ -			
21	10						\$ -					\$ -			
22	11						\$ -					\$ -			
23	12						\$ -					\$ -			
24	13						\$ -					\$ -			
25	14						\$ -					\$ -			

Commodities Worksheet

	A	B	C	D	E	F	G	H	I	J	K
1	Assisting State Emergency Management Mission Reference Number:							(Unique information entered for each individual MRP)			
2	Resource Provider Tracking Number:							(Unique information entered for each individual MRP)			
3	Commodities are expendable (or consumable) resources such as office supplies, sundries, water, ice, snacks, fuel, and other one-time use items. All receipts for commodities must be submitted at the time of reimbursement and must be directly related to the mission.										
5	Lines of Commodity Data Entered:				5		Total Commodity Costs for Mission Calculated by Quantity:			\$ -	
7	Commodity Costs:										
8	Commodity Description:							Priced by Quantity			
9								Cost Per Item			Quantity
10	1	Printer Paper (500-page reams)							1	\$ -	
11	2	Office Supplies (misc. pens, note paper, maps)							1	\$ -	
12	3	Case of Drinking Water							1	\$ -	
13	4	Shelf-stable Meals							9	\$ -	
14	5	Food snacks							1	\$ -	
15	6									\$ -	
16	7									\$ -	
17	8									\$ -	
18	9									\$ -	
19	10									\$ -	
20	11									\$ -	
21	12									\$ -	
22	13									\$ -	
23	14									\$ -	
24	15									\$ -	

Other Worksheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q
1	Assisting State Emergency Management Mission Reference				(Unique information entered for each individual MRP)										
2	Resource Provider Tracking Number:				(Unique information entered for each individual MRP)										
3	"Other costs" includes anything that would not fall under equipment (non-expendable resource) and commodity (expendable resource). Examples may include mobile phone fees, laundry costs, decontamination, vaccination costs, equipment rental costs, and any other cost not specified elsewhere within the worksheet.														
5	Lines of Other Data Entered:		5	Total Other Costs Calculated by Quantity:		\$ -		Total Other Costs Calculated by Rate:				\$ -			
7	Other Costs:														
8	Other Description:				Priced by Quantity			Priced by Rate							
9					Cost Per Item	Quantity	Total Mission Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:				
10	1	Decontamination					\$ -						\$ -		
11	2	Vehicle Maintenance					\$ -						\$ -		
12	3	Mobile Phone Line(s)					\$ -						\$ -		
13	4	Laundry Costs					\$ -						\$ -		
14	5	Equipment Rental Costs					\$ -						\$ -		
15	6						\$ -						\$ -		
16	7						\$ -						\$ -		
17	8						\$ -						\$ -		
18	9						\$ -						\$ -		
19	10						\$ -						\$ -		
20	11						\$ -						\$ -		
21	12						\$ -						\$ -		
22	13						\$ -						\$ -		
23	14						\$ -						\$ -		
24	15						\$ -						\$ -		