

## Conference Call 9/26/2017

START

**Original Guidance:** We give you a list and you were to assess the items on the list, even those items that were not damaged. You would show in the assessment that it was not damaged.

**Adjusted Guidance:** After the first week, the guidance was that we would still supply you with a list, however, the change was that you would not need to enter in a damage assessment on assets that were not damaged.

**Guidance for NEW assignments:** This guidance applied to any new assignment that you receive from us. If you currently have an assignment from us and we have given you a list, you will do damage assessments on what is damaged, just like we have been doing. However, new assignments may have specific instructions. For example:

1. You may get an assignment with a list from us, or
2. You may get an assignment from us and the list you follow will be given to you by the Member/City POC that we assign you to.

So, not a huge change for the most part, but there are timeline changes that are coming down, and it is going to require us to adjust the scope of some assignments.

**Timesheet Guidance:** The timesheet and invoice has been revised to include per diem information. You should have received an email with the new forms and some instructions from ISS:

1. Only list 12 hours per day, regardless of the actual hours worked.
2. Mileage is the same as it has always been and per diem calculations are on new form.
3. Time Sheet should be AB0001, then AB0002,
4. Per diem figures were added last timesheet but the new form will have a place for it.

**Suggestion:** MileIQ is a great free app and it will track your mileage without you having to take mileage readings or log your drives manually. Hope it help you.