

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT  
HOMELAND SECURITY INVESTIGATIONS**

## **HSI Directive 13-02: Rapid Response Teams**

**Issue Date:** July 31, 2013  
**Effective Date:** July 31, 2013  
**Superseded:** None.  
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- 1. Purpose/Background.** This Directive establishes the U.S. Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI), Rapid Response Team (RRT) Program, an HSI program managed by the HSI Office of Intelligence, National Emergency Management Division (NEMD). This Directive applies to all HSI offices that maintain an RRT.

The mission of the RRT Program is different from that of the Special Response Team Program (see Office of Investigations Handbook 06-001, “Special Response Team Handbook,” dated November 20, 2005, or as updated). It does not include any tactical operations in connection with investigative case work, nor does it include any type of activity involving a pre-determined tactical requirement. However, exigent circumstances may arise where RRT law enforcement officers (LEOs) may be called upon to assist in these or similar functions.

- 2. Policy.** The mission of the RRT Program is to provide law enforcement assistance, conduct intelligence collection, and provide support to HSI offices and personnel who have been impacted by disasters, emergencies, or other significant events. The aim of this assistance is to enable HSI offices and personnel to recover from adverse events and reengage in activities in furtherance of the HSI mission as soon as possible. RRTs may also provide similar support to other ICE and Department of Homeland Security (DHS) offices, if possible.

Additionally, RRTs will perform Emergency Support Function (ESF)-13 mission assignments approved by Special Agents in Charge (SACs) in coordination with the RRT National Program Manager (NPM); the Deputy Assistant Director (DAD), NEMD, the Assistant Director (AD), Office of Intelligence; and the Executive Associate Director (EAD) of HSI.

- 3. Definitions.** The following definitions apply for purposes of this directive only.

- 3.1 Base-X.** The Base-X is a deployable shelter system that provides space to establish a command and control center, lodging, and shower accommodations. The RRT NPM is responsible for the overall coordination of the Base-X shelter system deployment.

- 3.2. Crisis Action Team (CAT).** The CAT is comprised of subject matter experts from the ICE Directorates and Program Offices who will facilitate operations, provide guidance, support decision-making, and promote situational awareness within HSI's areas of responsibility (AORs) during an incident or event at HSI headquarters (HQ).
- 3.3. Emergency Support Function-13.** ESFs are part of the Federal Emergency Management Agency (FEMA)'s National Response Framework, which presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. ESF-13 is activated when federal public safety and security capabilities and resources are needed to support incident operations.
- 3.4. Rapid Response Teams.** RRTs are volunteer response teams composed of personnel from a SAC's AOR who have been trained to deploy during emergency situations or significant events and provide law enforcement, intelligence, and humanitarian support.
- 4. Responsibilities.**
- 4.1. Executive Associate Director, HSI.** The EAD of HSI is responsible for the oversight of the HSI RRT program and for approving and directing RRT deployments.
- 4.2. Assistant Director, Office of Intelligence.** The AD, Office of Intelligence, is responsible for the implementation of the HSI RRT program and the approval of the deployment of Base-X systems.
- 4.3. Deputy Assistant Director (DAD), NEMD.** The DAD, NEMD, is responsible for coordinating with all HSI offices who maintain RRTs regarding training, equipment, and deployment actions.
- 4.4. Rapid Response Team National Program Manager.** The RRT NPM is a GS-14 employee in NEMD who serves as the primary point of contact for all RRT matters. The RRT NPM is responsible for:
- 1) Serving as the HSI HQ liaison for the RRTs.
  - 2) Ensuring that RRTs are certified and accredited in accordance with this Directive.
  - 3) Ensuring that RRTs have all necessary equipment to complete RRT missions.
  - 4) When necessary, overseeing the deployment of the RRT Advance Team to the impacted area for an RRT mission assignment.
  - 5) Reviewing all RRT operational plans prior to deployment.
  - 6) Reviewing after-action reports at the conclusion of an RRT deployment.

- 7) Providing information to HSI and ICE leadership, the ICE Joint Intelligence Operations Center (JIOC), and the HSI CAT (if activated).
- 8) Managing all programmatic elements of the RRT program for other than local deployments.

**4.5. HSI Special Agents in Charge.** SACs, or their designees, with RRTs within their AORs are responsible for:

- 1) Ensuring that the RRT operates in compliance with the provisions of this Directive.
- 2) Ensuring that the RRT has necessary standard equipment and personnel.
- 3) Approving RRT operations and deployments in coordination with NEMD. (Note: The SAC may deploy RRTs without approval of the EAD of HSI only in exigent circumstances in response to an unforeseen event. The SAC must forward notification of the deployment to the RRT NPM as soon as possible thereafter. The notification must include the following information: (1) the date and location of deployment, (2) the purpose of deployment, and (3) the names and contact information of the RRT members deployed.)
- 4) Ensuring that the RRT meets all training standards by:
  - a) Providing data to the RRT NPMs on all RRT operations, programs, training sessions, or other related significant activities as requested.
  - b) Conducting an annual review of the RRT training, capabilities, and readiness posture.
  - c) Ensuring that the Commanding Officer provide at least 96 hours of RRT training per year to RRT members.
- 5) Selecting RRT team members based on the recommendation of the Commanding Officer (see Section 4.6).
- 6) Designating and delegating operational authority to the Commanding Officer, when appropriate.
- 7) Coordinating with the HSI Law Enforcement Support and Information Management (LESIM) Division to ensure that an HSI office-specific RRT case number is established for case management purposes.

**4.6. Commanding Officer.** An RRT Commanding Officer is selected by the SAC, or his or her designee, and must be a GS-1811 Supervisory Special Agent at or above the GS-14 grade level. The duties of the Commanding Officer include:

- 1) Briefing the SAC regarding the status and readiness of the team to perform RRT operations.
- 2) Reviewing and discussing all operational concepts prior to execution with the SAC, or his or her designee, to ensure that all actions are approved and consistent with the provisions of this Directive.
- 3) Conducting the pre-operation briefing and the post-operation debriefing.
- 4) Preparing all required reports for the SAC's concurrence.
- 5) Maintaining an on-site supervisory presence during RRT deployments and ensuring force protection and physical security for the team.
- 6) Maintaining records (i.e., activity log) for each RRT deployment.
- 7) Reviewing and approving all additional local RRT training.
- 8) Maintaining communication with local, state, and other federal entities, including local law enforcement and search and rescue agencies.
- 9) Providing situational reports twice a day during deployments. (See Section 5.17(6) for Reporting Requirements.)
- 10) Selecting the Executive Officer (XO), the Team Leader (TL), the Safety Officer (SO), the Local Training Coordinator (LTC), the Logistics Officer (LO), and the Communications Officer.

**4.7. Executive Officer.** The XO is responsible for providing direct support to the Commanding Officer. The XO is selected by the Commanding Officer and is a GS-1811 Special Agent at or above the GS-13 grade level. The XO is responsible for:

- 1) Briefing the Commanding Officer on all ongoing operations.
- 2) Maintaining an inventory of issued team equipment, ensuring that there is sufficient equipment to support deployment efforts, and notifying the local field authority of equipment needs.
- 3) Recommending TLs, SOs, LTCs, LOs, and Communications Officers to the Commanding Officer for selection.
- 4) Recommending potential RRT team members to the Commanding Officer for selection by the SAC.
- 5) Assisting in the preparation of after-action reports.

6) Coordinating with the RRT SO (see Section 4.9), Communications Officer (see Section 4.12), and LTC (see Section 4.10).

**4.8. Team Leader.** The TL is recommended by the XO and selected by the Commanding Officer. The TL reports directly to the XO. The TL is a GS-1811 Special Agent at or above the GS-13 grade level. The TL's responsibilities include:

- 1) Preparing an operational concept prior to the commencement of any RRT operation.
- 2) Acting as the liaison between RRT team members.
- 3) Being responsible for deployment operations (e.g., equipment checks).
- 4) Assigning tasks to team members.

**4.9. Safety Officer.** The SO monitors operations and training and advises the Communications Officer on all matters relating to operational safety, including the health and safety of RRT members. The SO is recommended by the XO and selected by the Commanding Officer. The SO reports to the XO and the Commanding Officer on all safety issues and is a GS-1811 Special Agent at or above the GS-13 grade level. The SO's responsibilities include:

- 1) Assessing hazardous and/or unsafe situations and reporting them to the Commanding Officer and the XO.
- 2) Ensuring that a site safety and health plan is developed.
- 3) Developing safety measures to ensure personnel safety.
- 4) Correcting unsafe acts or conditions, if possible.
- 5) Recommending that additional SOs be recommended by the XO for selection by the Commanding Officer, as needed.

**4.10. Local Training Coordinator.** The LTC is responsible for the development, implementation, and presentation of local training. The LTC is an RRT member. The LTC is recommended by the XO and selected by the Commanding Officer. The LTC reports to the XO and is a GS-1801 Officer or GS-1811 Special Agent at or above the GS-11 grade level. The LTC should be knowledgeable and experienced in RRT functions. The LTC's duties include:

- 1) Coordinating and scheduling monthly training. The training topic is at the discretion of the LTC; however, the RRT NPM may mandate certain training.
- 2) Submitting all training proposals to the XO for review.

- 3) Maintaining records to ensure that team members meet the minimum training requirements.
- 4) Maintaining all RRT member certification and inoculation records.

**4.11. Logistics Officer.** The LO is responsible for all service support requirements needed to facilitate effective and efficient incident management, including ordering resources. The LO is recommended by the XO and selected by the Commanding Officer. The LO reports to the XO and is a GS-1811 Special Agent at or above the GS-11 grade level. The LO is responsible for securing facilities, equipment, transportation, supplies, food, fuel, communication equipment, and information technology equipment in support of an RRT deployment.

**4.12. Communications Officer.** The Communications Officer is an RRT team member who has responsibility over all matters pertaining to tactical communications. The Communications Officer is recommended by the XO and selected by the Commanding Officer. The Communications Officer reports to the XO and is a GS-1811 Special Agent at or above the GS-11 grade level or a GS-1801 Technical Enforcement Officer (TEO) at or above the GS-11 grade level. The Communications Officer shall be knowledgeable and experienced with HSI's communications capabilities and devices.

The Communications Officer's responsibilities include:

- 1) Ensuring that the communications devices assigned to the RRT are in working condition.
  - 2) Maintaining an inventory of communications equipment.
  - 3) Training RRT team members on the proper use of communications equipment.
  - 4) Maintaining communications with the HSI Tactical Communications (TACCOM) Section, Information Sharing and Infrastructure Management Unit, LESIM, Mission Support.
  - 5) Coordinating interoperable communications with other departments or agencies responding to the same event.
- 4.13. RRT Member.** An RRT member is an armed HSI GS-1811 Special Agent or a GS-1801 Officer at or above the GS-5 grade level, a GS-0132 Intelligence Research Specialist at or above the GS-9 grade level, a GS-1802 Investigative Assistant at or above the GS-5 grade level, or a GS-301, GS-340, or GS-343 Mission Support staff member with Purchase Card Administrator functions, at or above the GS-5 grade level, who has been selected and approved by the SAC and has met all the minimum requirements of RRT training as specified by this Directive. RRT members are responsible for:

- 1) Meeting the standards established by this Directive.
- 2) Maintaining proficiency in the use of RRT equipment.
- 3) Properly maintaining RRT equipment and ensuring that it is available for operational use at all times.
- 4) Completing all requisite RRT training.
- 5) Providing feedback to the TL on training and operations.
- 6) Assisting in the planning and coordination of deployments, training, and other team activities.
- 7) Ensuring that proper safety and law enforcement considerations are adhered to at all times and notifying the TL if any deficiencies are present.
- 8) Attending both pre-deployment and post-deployment debriefing sessions.
- 9) Being available for extended deployments and team call-outs.

**4.14. Advance Team.** The Advance Team is comprised of personnel from NEMD, field RRT personnel, HSI TACCOM, and the National Firearms and Tactical Training Unit's Tactical Medical Program. The Advance Team is responsible for:

- 1) Gathering intelligence.
- 2) Addressing all logistical, medical, and communications issues encountered.
- 3) Coordinating with federal, state, and local officials.
- 4) Reporting all critical information and making written recommendations regarding the feasibility of RRT deployment to the DAD, NEMD; the AD, Office of Intelligence; and the EAD of HSI.

## **5. Procedures.**

### **5.1. RRT Composition.**

- 1) Teams must have a minimum of 12 sworn LEOs. Additional members may be added at the discretion of the SAC.
- 2) Teams must have medical and communications capabilities and shall be self-sustaining for at least 72 hours.
- 3) Teams must complete all requisite training in accordance with this Directive.

**5.2. Deployment of Multiple RRTs.** The need may arise to deploy multiple RRTs. Multiple deployments will be approved by the EAD of HSI, or his or her designee. During deployments with multiple RRTs, the EAD of HSI or his or her designee will select a Commanding Officer based on experience and overall qualifications.

**5.3. Funding.**

- 1) Initial Costs. Initial start-up costs for training and equipment may be funded by NEMD. If NEMD funding is not available, the SAC will have the discretion of deciding whether to fund any start-up costs.
- 2) Recurring Costs. Each SAC office with an RRT is responsible for the recurring costs for its RRT, such as the costs associated with the maintenance of equipment and ongoing training. NEMD may supplement the HSI office's funding for equipment.
- 3) Deployment Costs.
  - a) *Deployment by the SAC.* During RRT deployments authorized by the SAC, any costs associated with the mission shall be paid for by the requesting SAC office. (Note: The SAC may authorize the deployment of a RRT under exigent circumstances in response to an unforeseen event.) NEMD may supplement the costs associated with the operation.
  - b) *Deployment by the EAD of HSI.* NEMD will pay all costs associated with the deployment, if the deployment is requested by the EAD of HSI, with appropriate coordination at the HQ and SAC levels.
  - c) *ESF-13 Mission Assignment.* If an RRT is deployed in support of an ESF-13 mission, costs directly related to this mission are reimbursed as appropriate in accordance with emergency management funding mechanisms and authorities.
- 4) Any funding or reimbursement activities conducted under this Directive will be accomplished in accordance with all applicable funding mechanisms and authorities. ICE funds used in support of RRT activities may be used only for the purpose for which they were appropriated – that is, in direct support of an ICE mission or as a necessary expense of an ICE mission. ICE funds may not be used for any non-ICE mission related purposes.
- 5) Any costs associated with activities conducted under this Directive are subject to the availability of funds.

**5.4. HSI Office Request to Establish an RRT.** To establish an RRT in any HSI AOR, the SAC must submit a written request through the RRT NPM to the DAD, NEMD. The request will be routed to the AD, Office of Intelligence, for review, and to the EAD of HSI for approval. The request must contain all of the following information:



- 1) The number of volunteer members.
- 2) A brief description of the local hazards (e.g., weather, crime, and/or critical infrastructure) that may impact the AOR.
- 3) A brief description of the benefits of having an RRT in that AOR.
- 4) Confirmation that all members have completed the required prerequisite training.
- 5) A list of the potential RRT members' special qualifications (i.e., military experience, emergency medical technician certification, TEO qualification, etc.).
- 6) Any anticipated additional training mandated by the SAC.

**5.5. Selection of RRT Members.** Prospective RRT members must be volunteers. RRT members will be recommended by the Commanding Officer and selected by the SAC. Primary criteria for selection will be experience, specialized skills, professionalism, discipline, and compatibility. The selection process shall be as follows:

- 1) A GS-1811 or GS-1801 HSI LEO or Mission Support employee submits a request through his or her supervisor to the XO.
- 2) The XO and TL interview the prospective RRT member and conduct interviews with other personnel, if necessary, to evaluate the applicant's potential as an RRT member.
- 3) Upon completion of this process, the XO will make a recommendation to the Commanding Officer.
- 4) The Commanding Officer will make a final recommendation to the SAC as to whether or not the candidate should be considered for the RRT program.

**5.6. Training Prerequisites.** Prior to the interview, the candidate (with supervisory concurrence) must complete the following courses, which are available to all HSI employees:

- 1) Cardiopulmonary Resuscitation (CPR) Certification.
- 2) Incident Command System (ICS) Training Courses which can be found on the FEMA Emergency Management Institute website (<http://www.training.fema.gov>):
  - a) IS-100.LEb, Introduction to the ICS for Law Enforcement Officers;
  - b) IS-200.b, ICS for Single Resources and Initial Action Plan Incidents;
  - c) ICS-300, Intermediate ICS for Expanding Incidents (Required for the Commanding Officer and the XO only)

- d) ICS-400, Advanced ICS (Required for the Commanding Officer and the XO only)
- e) IS-700.a, National Incident Management System; and
- f) IS-800.b, National Response Framework.

**5.7. Other Prerequisites.** Prospective RRT members and RRT members are required to:

- 1) Consult with their physician prior to beginning their participation in the RRT program and annually thereafter;
- 2) Sign a “Physical Fitness Acknowledgment” (see Attachment A) and submit it to their first-level supervisors on an annual basis; and
- 3) Complete the standard RRT physical fitness qualifications (see Attachment B) prior to being considered.

**5.8. RRT Working Group.** The RRT NPM and NEMD personnel will conduct RRT working groups at the HSI office or at an alternate designated location within the SAC’s AOR.

**5.9. Physical Qualifications.** RRT members must complete the standard RRT physical fitness qualifications on a yearly basis. The XO is responsible for conducting the tests and the Commanding Officer is responsible for ensuring that all prospective or current RRT members have met the physical fitness qualifications (see Attachment B).

**5.10. Firearms Qualifications.** RRT members who are LEOs must complete agency firearms qualifications courses. Failure to meet firearms qualifications will result in the team member being placed in an inactive status. Additionally, RRT members should be given familiarity training on all additional HSI primary firearms (Glock 9mm, M4 carbine, 870 shotgun).

**5.11. Additional Training.** In addition to the 96 hours of training requirement, the RRT LTC may acquire any necessary enhanced or specialized training for the RRT. The LTC should notify the RRT NPM of any additional training offered.

**5.12. Inactive Status.** Failure to meet the RRT National Program’s physical fitness qualifications and/or the firearms standards, as prescribed above, or absences of more than 25% of the regularly scheduled in-service training sessions will result in a team member being placed on an inactive status. Members who are placed on an inactive status will not be allowed to participate in RRT operations until the disqualifying deficiency is resolved. Inactive RRT members can train with the team if approved by the Commanding Officer.

- 1) Notification of Inactive Status. Failure to meet RRT qualifications will be reported by the LTC, through the TL, to the Commanding Officer and the SAC. The Commanding Officer will notify the RRT NPM in writing.
- 2) Reinstated to Active Status. Members who are placed on an inactive status due to failure to meet national standards may be reinstated to an active status after successfully meeting national standards as outlined in this Directive, attending organized training sessions, and receiving approval by the Commanding Officer. If a member is reinstated, the Commanding Officer will notify the RRT NPM in writing and provide all supporting documentation.

**5.13. RRT Reviews.** NEMD will conduct field reviews of all RRT programs. The reviews will consist of:

- 1) Verification that RRT qualifications standards are being met (i.e., team exercises and field trainings are being conducted).
- 2) Review of readiness status, as outlined below.
- 3) Review of team equipment inventory.
- 4) Review of personal equipment inventory.

**5.14. Readiness Status.** The Commanding Officer is responsible for reporting the RRT's readiness status to the RRT NPM. Readiness status is:

- 1) Fully mission capable.
  - a) RRT members have completed the requisite training courses (firearms, classroom courses, and physical fitness).
  - b) RRTs possess all necessary equipment and personnel (12 LEOs).
  - c) The RRT has the capability to be self-sustaining for at least 72 hours.
  - d) The RRT is capable of deployment within 24 hours.
- 2) Not mission capable.
- 3) Does not meet one or more of the required qualifications.

**5.15. Decertification.** The AD, Office of Intelligence, in coordination with the EAD of HSI, may authorize the decertification of an RRT.

- 1) The RRT NPM may request decertification for the following deficiencies:

- a) The RRT does not have at least 12 members.
  - b) The RRT does not meet the standard qualifications.
  - c) The RRT does not meet deployable status (is not fully mission capable) within 1 year of inception.
- 2) The RRT NPM must provide written justification to the SAC prior to seeking decertification from HSI officials.
  - 3) If an RRT is decertified, the RRT NPM is responsible for notifying the SAC.

**5.16. Equipment.** The RRT should be self-sustaining for at least 72 hours. (See Attachment C, “Basic Rapid Response Team Equipment,” for the list of RRT standard equipment, and Attachment D, “Rapid Response Team Standard Individual Personnel Equipment,” for the list of an individual RRT member’s standard equipment.). ICE equipment may be provided only to ICE personnel and may be used only in direct support of the ICE mission.

- 1) Communications Capabilities. All communications will be coordinated through HSI TACCOM. Programming deployment and issuance of all communication devices will be handled by HSI TACCOM.
- 2) Base-X.
  - a) *Overview.* As stated in Section 3.1, the Base-X is a deployable shelter system that provides space to establish a command and control center, lodging, and shower accommodations. The RRT NPM is responsible for the overall coordination of the Base-X shelter system deployment.
  - b) *Deployment.*
    - i) *Authorization for Deployment.* The AD, Office of Intelligence, or his or her designee, is authorized to deploy the Base-X system. The approval of the AD, Office of Intelligence, or his or her designee, must be obtained prior to the deployment of a Base-X unless exigent circumstances exist and the RRT NPM is notified as soon as possible.
    - ii) *Requests.* All requests for deployment must be sent to the DAD, NEMD, through the RRT NPM. The DAD, NEMD, will send the request to the AD, Office of Intelligence, for approval. Requests for deployment must be in interoffice memorandum format and include:
      - A) The date of deployment;
      - B) The purpose of deployment;

- C) The anticipated duration of deployment; and
  - D) Contact information for deploying personnel in support of the Base-X system.
- c) Support.
- i) Personnel. It is recommended that between four and eight RRT members be deployed with the Base-X system to support its security, transportation, and construction at arrival.
  - ii) Vehicles. Each Base-X system is assigned two vehicles for transportation.
- d) Locations. The Base-X systems are staged in the National Capital Region (NCR) and the HSI office in El Paso, Texas.
- e) Maintenance. NEMD is responsible for the maintenance of the NCR Base-X system. The HSI El Paso office is responsible for the maintenance of the Base-X system; however, if possible, NEMD will assist the HSI El Paso office with maintenance funding.
- f) Equipment. See Attachment E, “Base-X Shelter System Inventory,” for a list of Base-X standard equipment.

#### 5.17. RRT Deployments.

- 1) Approval Authority. The EAD of HSI has the authority to approve and direct RRT deployments. A SAC may deploy an RRT in exigent circumstances; however, notification must be given to the RRT NPM to ensure the DAD, NEMD; the AD, Office of Intelligence; and the EAD of HSI are notified as soon as possible.
- 2) Request for RRT Deployment. A request for an RRT deployment must come from the SAC, through the RRT NPM or FEMA, to the DAD, NEMD. The DAD, NEMD, will send the request to the AD, Office of Intelligence, for final approval by the EAD of HSI. The request must contain the following information:
  - a) The location of deployment;
  - b) The number of RRT members requested;
  - c) The date and time of deployment and anticipated length of deployment; and
  - d) Estimated costs.

- 3) ESF-13 Mission Assignment. In line with the policies set forth in ESF-13, the RRTs will be deployed to support law enforcement efforts in preparedness, response, and recovery in circumstances where state, tribal, and local resources are overwhelmed or inadequate; where federal-to-federal support is needed; or where a unique federal capability is required. ESF-13 mission assignment requests are initiated by FEMA and sent to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Federal Coordinator. The ATF Federal Coordinator then contacts NEMD. Once the mission assignment has been approved/accepted, a decision will be made by the DAD, NEMD, on which RRT will be deployed based on the unique mission requirements.
- 4) Advance Teams. The RRT NPM and other personnel selected by the RRT NPM will deploy to conduct a site assessment for safety and logistical needs, as well as to coordinate with state and local counterparts. The assessment will be provided to the RRT NPM; the SAC; the DAD, NEMD; the AD, Office of Intelligence; and the EAD of HSI will be provided the assessment. The EAD of HSI will use the assessment to approve or disapprove the request to deploy the RRT.
- 5) **(b) (7)(E)**
- 6) Reporting Requirements. During RRT activation, the Commanding Officer is required to provide situational reports twice a day. The reports must be sent to the RRT NPM at **(b) (7)(E)** @ice.dhs.gov and the JIOC at **(b) (7)(E)** @ice.dhs.gov. If the CAT is activated, the RRT NPM will inform the Commanding Officer of the CAT's activation, and the Commanding Officer must then send the situational reports also to the CAT at **(b) (7)(E)**@ice.dhs.gov. All reports sent by the Commanding Officer must be cleared by the SAC, or his or her designee.
- 7) Deactivation. The RRT will deactivate upon receiving notification from the AD, Office of Intelligence, in coordination with the RRT NPM; the SAC; the DAD, NEMD; and the EAD of HSI. All RRT members are responsible for the return of all equipment utilized during the deployment. If the Base-X system was utilized, the RRT members and NEMD personnel will disassemble the system and coordinate its return to its origin.
- 8) After-Action Reports. After-action reports must be completed within 10 days of RRT deactivation. The Commanding Officer must ensure that the following information is included in the after-action reports and that the reports are approved by the SAC prior to submission to the RRT NPM:
- a) An operational summary, including the length of deployment, the number of RRT members deployed, and an inventory of NEMD-provided equipment deployed and returned.

- b) A justification(s) for not having returned any of the deployed equipment to the SAC office or NEMD.
- c) A list and descriptions of positive and negative aspects of the deployment, accompanied by recommendations to improve future deployments.

## 6. Authorities/References.

- 6.1. The Homeland Security Act of 2002, Pub. L. No. 107-296, 116 Stat. 2135 (2002) (codified, as amended, at 6 U.S.C. §§ 101-557).
- 6.2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207.
- 6.3. Presidential Policy Directive 8, “National Preparedness,” dated March 30, 2011.
- 6.4. Homeland Security Presidential Directive (HSPD) 5, “Management of Domestic Incidents,” dated February 2003.
- 6.5. HSPD 20 and 51, “National Continuity Policy,” dated May 2007.
- 6.6. DHS, “National Response Framework,” dated January 2008.
- 6.7. ICE Directive 14007.1 (former number: 1-23.0), “National Incident Management System Policy,” dated February 8, 2007, or as updated.
- 6.8. ICE Directive 14008.1 (former number: 9-4.0), “National Response Plan, Emergency Support Function, Mission Assignment Acceptance Policy,” dated April 18, 2007, or as updated.

## 7. Attachments.

- 7.1. **Attachment A.** Rapid Response Team Physical Fitness Acknowledgment.
- 7.2. **Attachment B.** Rapid Response Team Physical Fitness Qualifications.
- 7.2. **Attachment C.** Basic Rapid Response Team Equipment.
- 7.3. **Attachment D.** Rapid Response Team Standard Individual Personnel Equipment.
- 7.4. **Attachment E.** Base-X Shelter System Inventory.
- 8. **No Private Rights.** This Directive is an internal policy statement of HSI. It is not intended to, does not, and may not be relied upon to create any right or benefit,

substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.



James A. Dinkins  
Executive Associate Director  
Homeland Security Investigations



**RAPID RESPONSE TEAM  
PHYSICAL FITNESS ACKNOWLEDGMENT**

Before requesting authorization to participate or to continue my ongoing participation in the Homeland Security Investigations (HSI) Rapid Response Team (RRT) Program, I hereby certify, covenant, and agree as follows:

- (1) The mission of the HSI RRT Program is to provide law enforcement assistance, conduct intelligence collection, and provide support to HSI offices and personnel who have been impacted by major disasters, emergencies, or other significant events. Such mission assignments may necessitate prolonged exposure to austere environments and the performance of physically demanding tasks.
- (2) I understand that my participation in the HSI RRT Program is strictly voluntary and I freely choose to participate; however, in choosing to participate I understand that I am expected to maintain or exceed all training requirements including the annual RRT Physical Fitness Standards identified in Attachment B of HSI Directive 13-02, "Rapid Response Teams," dated July 31, 2013.
- (3) I understand that there is an inherent risk of injury when choosing to participate in any physical exercise. I have consulted with a physician before undertaking this physical exercise program. I certify that I am in good health and sufficient physical condition to engage in physical fitness activity, and that I am knowledgeable about the proper practice of the fitness activities in which I will participate and the proper use of any equipment that I will use.
- (4) I understand that this Acknowledgment will not affect any rights I may have under the Federal Employees' Compensation Act, 5 U.S.C. §§ 8101 *et seq.*

I have read and fully understand this "Rapid Response Team Physical Fitness Acknowledgment" set forth above.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Title and Duty Station of Employee

**RAPID RESPONSE TEAM  
PHYSICAL FITNESS QUALIFICATIONS**

<b>Male</b>	<b>Push-Ups</b>	<b>Sit-Ups</b>	<b>1.5 Mile Run</b>	<b>Sit-Reach</b>
	<b>(b)</b>	<b>(7)</b>	<b>(E)</b>	

<b>Female</b>	<b>Push-Ups</b>	<b>Sit-Ups</b>	<b>1.5 Mile Run</b>	<b>Sit-Reach</b>
	<b>(b)</b>	<b>(7)</b>	<b>(E)</b>	

**BASIC RAPID RESPONSE TEAM EQUIPMENT**

Items

**(b) (7)(E)**

**RAPID RESPONSE TEAM  
STANDARD INDIVIDUAL PERSONNEL EQUIPMENT**

**Items**

**(b) (7) (E)**

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<sup>1</sup> Clothing items will be marked appropriately depending if the RRT member is a law enforcement officer or a non-law enforcement officer.

<sup>2</sup> Will not be issued to non-law enforcement RRT members.

## BASE-X SHELTER SYSTEM INVENTORY

### Items

1. Pouch Cables
2. 6 Ton ECU
3. ECU Ducts
4. 203 Flooring
5. 307 Flooring
6. 6D Dome Flooring
7. Wag Bag
8. Folding Tables
9. Light Kit w/Case
10. Folding Chair (4 per)
11. Hanging Shower
12. Portable Toilet
13. Private Tent
14. Boot Connector
15. Dome Connector
16. Port Hubs
17. Tent 203 14'x15'
18. Tent 307 18'x35'
19. Tent 606 Dome 35'x35'
20. Liner 203
21. Liner 307
22. Liner dome
23. Visual Display
24. Digital Control Unit
25. 35kw Gets
26. Water Distribution
27. Three Gang Sink
28. Cargo Trailer
29. 5-W 50' Cables
30. Speakers