

## **Appendix D – FY 2018 OPSG Operations Order Template and Instructions**

### **Operations Order Template Instructions**

The OPSG Operations Order Template can be found by selecting the link for the FY 2018 HSGP NOFO on FEMA’s preparedness grants page (<https://www.fema.gov/preparedness-non-disaster-grants>).

### **Executive Summary Overview**

Operations Order Executive Summary must:

- Identify the organization name, point of contact, committees, and other structures accountable for implementing OPSG in the jurisdiction (typically this will be a program lead or manager overseeing operations and individuals assigned to that agency).
- Describe how Federal, state, local, tribal, and territorial law enforcement agencies will work together to establish and enhance coordination and collaboration on border security issues.

### **Budget Requirements Overview**

Operations Order Detailed Annual Budget must:

- Explain how costs and expenses were estimated.
- Provide a narrative justification for costs and expenses. Supporting tables describing cost and expense elements (e.g., equipment, fuel, vehicle maintenance costs) may be included.

### **Submission Requirements**

Operations Orders must meet the following submission requirements:

- Must be created and submitted in Microsoft Word (\*.doc)
- Must be submitted using the following file naming convention: “FY 20XX OPSG <State Abbreviation> - <Local Unit of Government Name>”
- OO must be reviewed by the Sector and the SAA prior to submission into the CBP Operation Stonegarden Data Management System.

Due to the competitive nature of this program, separate attachments will not be accepted or reviewed.