



DANIEL J. EVANS
GOVERNOR

H. E. LINK
DIRECTOR

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON

P. O. BOX 1519
OLYMPIA 98501

December 23, 1966

In Reply Reference
HEL-1223

The Honorable Marjorie Lynch
State of Washington
House of Representatives
802 Pickens Road
Yakima, Washington

Dear Marge:

As we discussed by phone, I am sending you a number of drafts pertaining to civil defense programs for your perusal and utilization if applicable and desirable.

In addition, I am providing a directory of qualified shelter analysts. It is tabbed for ready reference and you will note that Governor Evans is a qualified shelter analyst, and, I assume, knowledgeable in this area. Obviously, Marge, I do not intend that you propose any of the suggested legislation which might reflect discredit or politically endanger you, but I am merely furnishing you the material which, in my short tenure as the State Director of Civil Defense, I believe to be essential before the program can be reasonably assured of success.

You might find that the suggestion to include Civil Defense Adult Education in the curriculum at the high school level to be a matter which should normally be advanced by the Superintendent of Public Instruction's office; however, I have met with no marked degree of success in my request of him for inclusion. Again, mere ammunition which you may or may not elect to fire at this particular point in time.

If I or any member of my staff may be of assistance, please do not hesitate to so request.

Looking forward to seeing you during the early days of the session, I am,

Sincerely,

H. E. Link
Director

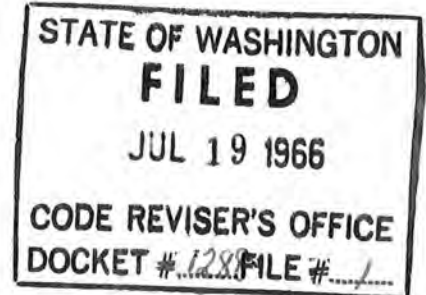
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Enclosures



DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON

P. O. BOX 1519
OLYMPIA 98501

July 19, 1966



Mr. Richard O. White
Office of the Code Reviser
Legislative Building
Olympia, Washington

Dear Mr. White:

This is to inform you that in accordance with the provisions of Section 2, Chapter 234, Laws of 1959 (RCW 34.04.020, Section 1, Chapter 216, Laws of 1953 (RCW 42.32.010) and Section 1, Chapter 223, Laws of 1953 (RCW 38-52.020), a hearing was held at 9:00 a.m. on July 18, 1966, in the Conference Room of the Department of Civil Defense, 4220 East Martin Way, Olympia, Washington, to consider the adoption of the following rules and regulations:

- Washington State Department of Civil Defense Operations Plan, 1958, volumes 1 through 7, as amended
- Washington State Department of Civil Defense Concept of Emergency Operations, consisting of 1 volume, as amended
- Washington State Search and Rescue Plan, consisting of 1 volume, as amended
- Washington State Emergency Resource Management Plan, consisting of 1 volume, as amended
- Washington State Plan for Natural Disasters, consisting of 1 volume, as amended
- Washington State Plan for the Donation of Surplus Property, consisting of 1 volume, as amended
- Revised Annex L (Communications) and Revised Annex O (Radiological, Chemical and Bacteriological Defense) being revised annexes to the Washington State Department of Civil Defense Concept of Emergency Operations

Attached are copies of the Washington State Plan for donation of surplus property and Revised Annex L and Revised Annex O, noted above.

July 19, 1966

Notice of the intention to adopt the rules listed above, and of the public hearing held July 18, 1966, was duly given in accordance with legally-established procedures on July 5, 1966.

The rules are proposed under the authority of the Washington Civil Defense Act of 1951 (RCW 38.52 et seq.). Interested parties were advised by the notice of intention to adopt rules of their opportunity to submit data or views either written or orally, provided that written comments or arguments be submitted prior to July 14, 1966. The rules under consideration, with the exception of the plan for donation of surplus property and the revised annexes above noted, are presently in effect as emergency rules, filed with the Code Reviser pursuant to Section 3, Chapter 234, Laws of 1959 (RCW 34.04.030) on May 20, 1966.

Finally, pursuant to Section 1, Chapter 216, Laws of 1953 (RCW 42.32.010), public notice of the public meeting held July 18, 1966, had been given by notifying press, radio and television in the county and by other means provided by law.

In view of all the foregoing, you are now informed that the Department of Civil Defense for the State of Washington adopts this date the above-listed rules and regulations as the permanent rules for the Department of Civil Defense.

DATED this 19th day of July, 1966.

STATE OF WASHINGTON
DEPARTMENT OF CIVIL DEFENSE

By E. M. Llewellyn
E. M. LLEWELLYN, Director
Department of Civil Defense

Attachments:

Washington State Plan for Donation of Surplus Property
Revised Annex L (Communications) and Revised Annex O
(etc., etc., etc.)

cc: Daniel J. Evans, Governor

E. M. Llewellyn
Director of Civil Defense

Daniel J. Evans
Governor

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON
P. O. BOX 1519
OLYMPIA

June 17, 1966

OPERATIONAL SERVICES MEMO NO. 66-8

(Effective until rescinded)

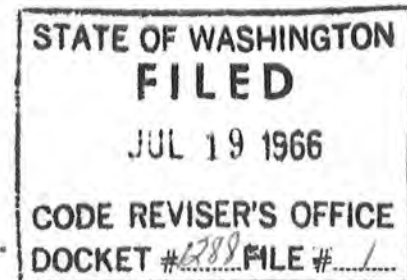
TO: COUNTY, METROPOLITAN AND SPECIAL AREA CIVIL DEFENSE DIRECTORS,
STATE AGENCIES

FROM: E. M. LLEWELLYN, Director
By: Walter S. Shelton, RADEF Officer


SUBJ: REVISED ANNEX "O", RADIOLOGICAL, CHEMICAL AND BACTERIOLOGICAL DEFENSE

Attached are advance copies of the revised Annex "O" to the State Plan, together with Standing Operating Procedures (SOP) for:

1. NUDET Sighting and Reporting
2. Primary Monitoring Network
3. General Monitoring Operations



The Annex and SOPs have been approved by OCD, Region Eight.


Ralph R. Robinson
Deputy Director

Attachments

File Ref: Plans-6

Distribution: A-1a, A-3, A-7

ANNEX O

RADIOLOGICAL, CHEMICAL AND BACTERIOLOGICAL DEFENSE

I. MISSION

- A. Radiological: To develop an organizational capability within the state to detect, measure, analyze, report and reduce radiation hazards from nuclear attack or accident; and, advise all persons involved of effective protective and/or remedial measures.
- B. Chemical-Bacteriological: To develop an organizational capability within the state to detect and reduce the effects of chemical and bacteriological agents.

II. ORGANIZATION AND RESPONSIBILITIES

A. Radiological

1. Federal

Region Eight, Office of Civil Defense, will serve as the regional point of coordination of information on nuclear detonations, radiological fallout and damage to survival supplies and services and emergency civil defense operations.

2. State

- a. The Department of Civil Defense shall have overall responsibility for planning, coordinating and administering the RADEF program within the state. The State Director of Civil Defense shall appoint a State Radiological Defense (RADEF) Officer who shall provide leadership and direction to the radiological defense efforts of the state and local governments. Essential elements of the program will include, but not be limited to:
 - 1) A nuclear detonation sighting and reporting system.
 - 2) A radiation monitoring network.
 - 3) A radiation reporting system.
 - 4) A radiation analysis capability.
 - 5) Establishing inspection, calibration and maintenance services for monitoring instruments.
 - 6) Providing technical guidance and advice on RADEF operations including decontamination procedures.
 - 7) Providing for training of appropriate personnel.
- b. All state departments and agencies shall develop a monitoring capability to accomplish their respective postattack activities. In addition, the following state agencies are assigned specific RADEF activities as follows:

- 1) The Department of Highways:
 - a) Develop a nuclear detonation (NUDET) sighting and reporting capability.
 - b) Establish fixed monitoring stations at all district and division headquarters.
 - 2) Aeronautics Commission: Develop an aerial monitoring capability, utilizing state and privately owned aircraft.
 - 3) Washington State Patrol: Establish fixed monitoring stations at all district and division headquarters and assure that each mobile unit has a mobile monitoring capability.
 - 4) Department of Game: Establish fixed monitoring stations at designated locations and provide a mobile monitoring capability in conjunction with and in support of the Washington State Patrol.
 - 5) Department of Fisheries: Establish fixed monitoring stations at designated locations and provide a mobile monitoring capability in conjunction with and in support of the Washington State Patrol.
 - 6) Department of Natural Resources (Forestry): Establish fixed monitoring stations at all district and division headquarters and provide a mobile monitoring capability.
 - 7) Department of Health: Provide a monitoring capability to detect in order to reduce the radiological contamination of public water supplies.
 - 8) Department of Agriculture: Provide a monitoring capability to detect in order to reduce the radiological contamination of food.
3. County: Each county shall be responsible for:
- a. Providing a RADEF capability similar to that provided by the state.
 - b. Developing a nuclear detonation (NUDET) sighting and reporting capability.
 - c. Establish monitoring stations sufficient to meet the monitoring needs of the county. (See FCDG Part E, Chapter 5, Appendix 1 for guidance.) Of these stations a minimum of 4 and a maximum of 20 shall be designated as Primary Reporting Stations. Readings from Primary Reporting Stations shall be reported to District Headquarters in accordance with the Standing Operating Procedures for the Primary Monitoring Network.
 - d. Providing a monitoring capability within each public shelter.
 - e. Reporting radiation hazards as required.

B. Chemical - Bacteriological

1. Federal

- a. Region Eight, Office of Civil Defense, will serve as the regional point of coordination of information on chemical and bacteriological agents.
- b. U. S. Department of Agriculture and U. S. Public Health Service, supported by the Food and Drug Administration, shall have overall responsibility for prevention, control and eradication of chemical-bacteriological agents.

2. State

Department of Agriculture and Department of Health, supported by county and local health personnel, shall assist the Federal agencies in accordance with established procedures.

III. OPERATIONS

A. Radiological

1. Preattack Actions

All levels of government, including designated agencies, shall pursue programs to meet the requirements of paragraph II. A. above.

2. Attack Action

Upon receipt of an attack warning the following actions shall be taken:

- a. RADEF staff personnel in all levels of government shall report to their designated emergency operating center.
- b. Fixed monitoring stations shall be activated and all mobile and aerial monitoring teams shall be alerted in accordance with established procedures.
- c. Monitoring and reporting of radiation hazards shall be conducted in accordance with the Standing Operating Procedures for General Monitoring Operations and Primary Fixed Monitoring Network Reports (issued separately).
- d. Activate NUDET sighting stations and provide appropriate reports in accordance with the Standing Operating Procedures for NUDET Sighting and Reporting (issued separately).
- e. RADEF staff personnel in each EOC shall receive radiation reports as appropriate. They shall record, plot and evaluate this data and advise appropriate officials within the EOC. They shall also prepare advisory messages to other levels of government and to the public at required intervals.

3. Postattack Actions

All levels of government will prepare and execute decontamination procedures within their capability.

B. Chemical-Bacteriological

1. All levels of government shall pursue programs to meet the requirements of paragraph II. B. above.
2. All levels of government shall prepare and execute remedial procedures within their capability.

IV. DEFINITIONS

- A. NUDET Station. Designated location equipped with observation and azimuth markers (monuments) permanently set; landline and/or radio communications with the emergency operating center, engineer's transit and trained personnel.
- B. Primary Fixed Monitoring Stations. Designated physical location which should have a fallout protection factor of 100; will have landline and radio communications with the emergency operating center; and, will have at least two (2), preferably four (4), trained monitor personnel assigned.

STANDING OPERATING PROCEDURES

for

NUDET SIGHTING AND REPORTING

- I. PURPOSE: To establish Standing Operating Procedures (SOP) for sighting and reporting nuclear detonations (NUDETS).
- II. NUDET STATION REQUIREMENTS:
 - A. A known geodetic position (observation monument).
 - B. A known geodetic reference (azimuth monument) placed 300-600 feet from observation monument.
 - C. An engineer's transit.
 - D. Trained observers.
 - E. Landline and radio communications with an emergency operating center.
- III. PROCEDURES:
 - A. Sighting.
 1. Set transit over observation marker oriented with azimuth marker.
 2. Align transit with center of flash (fireball) or cloud stem when each nuclear detonation (NUDET) is observed, and record the azimuth right from true north.
 3. Record time of each observed detonation - the hour and minute in local time.
 4. Note flash time (fireball intensity) in seconds by counting audibly 1001, 1002, 1003 and so on, until fireball dims. Record flash time.
 5. Estimate whether detonation is surface, air or water burst.
 6. If flash time cannot be observed, wait 10-15 minutes; then sight the top of the cloud, and record the vertical angle from the horizon. Then sight diameter limits of the top of the cloud, and record the angle between them.
 - B. Reporting.
 1. State Department of Highways Stations.

Report NUDET information direct to State Emergency Operating Center (EOC) by radio or landline using format indicated below.
 2. County Engineer.

Report NUDET information to County Emergency Operating Center (EOC) by radio or landline for immediate transmittal to state EOC using format indicated below.

3. Reporting Format.

Time of Burst Station Location Flash Time Type of Burst True Bearing

Example: 0942 Walla Walla 44 Surface 295

If flash time and/or type of burst cannot be determined, use word "unknown". Provide vertical and horizontal angles of top of cloud per following message example:

0942 Walla Walla Unknown Unknown 295

Vertical 045 Horizontal 065

STANDING OPERATING PROCEDURES

for

PRIMARY MONITORING NETWORK

I. PURPOSE: To establish uniform requirements and procedures for reporting radiological intelligence by the primary monitoring network.

II. REQUIREMENTS:

A. Definition: A primary monitoring station:

1. Should have a protection factor of 100.
2. Shall have at least two (2), preferably four (4), trained monitor personnel.
3. Shall have landline and radio communications with an emergency operating center.
4. Shall have operational instruments.

B. Locations:

1. County or Authorized Subdivision: Each county and authorized subdivision shall have a minimum of four (4) up to a maximum of twenty (20) primary reporting stations.
2. State Agency: Each agency assigned fixed monitoring activities shall have a station at each district and/or division headquarters.
3. Federal Agency: Each agency assigned fixed monitoring activities shall have a station at locations listed in the Federal Monitoring Station Directory FG-E-5.11.

III. PROCEDURES:

A. Reporting Schedule and Format:

1. Station: Each station defined above shall report information to the emergency operating center in the county where the station is located.

- a. When unsheltered (outside) dose rate reaches or exceeds 0.5 r/hr, record time and reading, and report per following example:

Fallout	Walla Walla	0942
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- b. Hourly record and report dose rates and dose during first 24 hours, during a period of 24 hours, or when dose rates change rapidly, per following example:

DOSE RATE	DOSE	LOCATION	TIME
100	020	WALLA WALLA	1000

- c. Thereafter, record and report dose rates and dose twice daily at 0700 (7:00 a.m.) and 1900 (7:00 p.m.) local standard time (at 0800 and 2000 local daylight time), record and report dose rates and dose per following example:

DOSE RATE	DOSE	LOCATION	TIME
100	020	WALLA WALLA	1000

- d. Report if fallout is zero during first 24 hours.

2. County: Each county emergency operating center shall report to appropriate district emergency operating center readings from at least four (4) but not more than ten (10) stations which will give a representative (minimum-maximum) picture of radiation intensities, to include the fact that fallout is "zero".

- a. Fallout arrival summaries, per the following example:

Fallout	Walla Walla	0942
	Burbank	0926
	Eureka	0940
	Waitsburg	0950

- b. Dose rate and dose summaries shall be reported during first 24 hours, during a period of 24 hours, or when dose rates change rapidly for readings taken at 0100 (1:00 a.m.), 0700 (7:00 a.m.), 1300 (1:00 p.m.), and 1900 (7:00 p.m.), local standard time, per the following example:

RADEF summary as of 10/1300 PST.

DOSE RATE	DOSE	LOCATION
020	100	TENINO/THURSTON
045	350	OLYMPIA
000	000	YELM
125	1090	ROCHESTER

Note: If state is using daylight time use readings taken at 0200, 0800, 1400, and 2000.

- c. Dose rate and dose summaries shall be reported thereafter twice daily until further notice for readings taken at 0700 and 1900.
- d. Supplemental information shall be reported as requested.

B. Message Precedence:

1. URGENT during first 24 hours subsequent to attack.
2. PRIORITY for next 24 hours.
3. ROUTINE thereafter.

STANDING OPERATING PROCEDURES

for

GENERAL MONITORING OPERATIONS

I. PURPOSE: To establish Standing Operating Procedures (SOP) for monitoring functions in shelter, at fixed stations, and mobile support to provide necessary intelligence of radiation hazards.

II. PROCEDURES:

A. Pre-emergency, all assigned monitors shall:

1. Perform an operational check on all survey meters and rezero all dosimeters each month.
2. Record results on the Inspection, Maintenance and Calibration Log.
3. Initiate action for the repair or replacement of inoperable instruments according to published procedures.
4. Make instruments available for calibration and battery replacement annually, or sooner if necessary, according to published procedures.
5. Participate in refresher training exercises and tests as required.
6. Obtain copies of a sketch of assigned shelter and adjacent areas for use during shelter occupancy.
7. Plan a location in the shelter to serve as center of monitoring operations.

B. Attack, or Attack Warning

1. Shelter Monitors shall:

- a. Report to assigned shelter.
- b. Perform operation check on all survey meters.
- c. Charge dosimeters.
- d. Position dosimeters at predesignated locations in the shelter.
- e. Close doors, windows, or other openings during fallout deposition.
- f. Advise shelter manager of operational readiness.
- g. Begin outside surface monitoring to determine time and arrival of fallout.
- h. Monitor all personnel entering shelter after fallout starts to determine decontamination needs. (Note: Use procedures outlined on pages 18-19 of the "Handbook for Radiological Monitors" issued in each instrument kit and to each monitor.)

- i. Monitor all food, water, and equipment brought to shelter after fallout arrival to determine decontamination needs.
- j. Monitor dose rates at selected shelter locations and record on prepared sketches. Show time of readings.
- k. Furnish sketches to shelter manager and recommend one of the following:
 - 1) Occupy only those areas with dose rates below 2 r/hr.
 - 2) If dose rates are not uniform and above 2 r/hr, occupy areas with lowest dose rates.
 - 3) Rotate shelterees to distribute exposure evenly, if there is insufficient space to locate all in better protected area. Give consideration for best available protection to pregnant women, children under 18 years, and personnel assigned early emergency operations.
 - 4) Movement and/or release of shelterees from shelter.
- l. Repeat procedures in paragraphs j. and k. at least twice daily, at 0700 (7:00 a.m.) and 1900 (7:00 p.m.) local standard time; at 0800 and 2000 local daylight time. If dose rate changes rapidly, repeat at least every six (6) hours.
- m. Inform shelter manager to advise emergency operating center and request guidance if:
 - 1) Dose rate reaches or exceeds 10 r/hr.
 - 2) Total dose is 75r within any two-day period.
- n. Issue each shelter occupant a Radiation Exposure Record.
- o. Provide monitoring services to support recovery operations.
- p. Provide dose and dose rate readings to emergency operating center as requested.

2. Fixed Station Monitors shall:

- a. Perform similar activities as outlined in 1. above.
- b. Measure, record, and report unsheltered dose rates and dose to emergency operating center via landline or radio.
- c. When unsheltered dose rate reaches or exceeds 0.5 r/hr, record time and reading, and report per following example:

Fallout	Walla Walla	0942
---------	-------------	------

- d. Thereafter, record and report dose rates and dose as scheduled, per following example:

DOSE RATE	DOSE	LOCATION	TIME
100	020	WALLA WALLA	1000

Note: Dose rate and dose readings will be reported as a three (3) digit number. For readings less than 100, the first digit will be zero; a reading of 75 will be reported as 075. For readings less than 10, the first and second digits will be zero; a reading of 9 will be reported as 009.

e. Provide supplemental information as required.

3. Mobile Monitors shall:

a. Provide monitoring activity for recovery operations in support of primary service responsibility.

b. Obtain from the emergency operating center, prior to a directed mission, the following:

1) Time when service may leave shelter to perform mission.

2) Allowable dose from time of departure to return.

3) Dose rate anticipated enroute to or in the area of the mission.

c. Advise mission supervisor on radiological protective measures and when personnel should depart area to avoid exceeding planned dose.

d. Monitor in support of decontamination operations and determine effectiveness.

e. Monitor and direct decontamination of personnel and equipment as necessary, and assure effectiveness.

C. Post Attack, all assigned monitors shall provide monitoring activity in support of recovery operations.

E. M. Llewellyn
Director of Civil Defense

Daniel J. Evans
Governor

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON
P. O. BOX 1519
OLYMPIA

June 20, 1966

OPERATIONAL SERVICES MEMO NO. 66-9

(Effective until rescinded)


TO: COUNTY, METROPOLITAN AND SPECIAL AREA CIVIL DEFENSE DIRECTORS,
STATE AGENCIES

FROM: E. M. LLEWELLYN, Director
By: Dyer P. Downing, Communications Coordinator

SUBJ: REVISED ANNEX "L", COMMUNICATIONS

Attached are advance copies of the revised Annex L (Communications) to the Wash-
ington State Civil Defense Operation Plan.

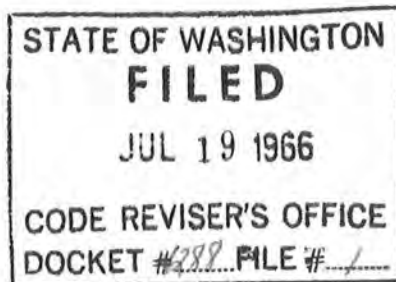
This Annex has been approved by OCD, Region Eight.


Ralph R. Robinson
Deputy Director

Attachments

File Ref: Plans-7

Distribution: A-1a, A-3, A-7



ANNEX L

COMMUNICATIONS

I. MISSION AND SITUATION:

A. MISSION:

Washington State Department of Civil Defense will organize, establish and maintain a communications capability necessary to meet the civil defense emergency requirements of the Washington State government by use of commercial telephone, teletype, amateur radio service and citizens radio service supplemented by landline and radio service of the Federal government and the private sector.

B. SITUATION:

The State of Washington is subject to war or natural-caused emergencies affecting the communications capabilities throughout large areas of the state, possibly causing the communications facilities of the state to be partially or totally disrupted.

II. ORGANIZATION:

See Organization Chart attached as Appendix 1.

III. EXECUTION:

A. CONCEPT OF OPERATIONS:

1. The Washington State Emergency Operations Center System consists of four (4) EOCs located at
 - Olympia - General Administration Building, State Capitol Campus
 - Crescent Beach (Port Angeles) - Fort Hayden
 - Chinook - Fort Columbia
 - Pullman - Washington State University, Compton Union Building
2. The Primary EOC is located in the General Administration Building, Olympia, but under certain circumstances the Governor may elect to establish an emergency headquarters at an alternate EOC located at Fort Hayden, Fort Columbia, or WSU. (Staffs will be provided at these alternate EOCs.)
3. Communications between the Governor and the counties and cities will be provided by detachments of the state communications organization assigned to each of the EOCs. The Central Communications Center is located at the State Civil Defense Office in Lacey. The communications link between the General Administration Building and the Central Communications Center will be provided by telephone and RACES radio (voice and teletype).
4. Primary communications between the Central Communications Center and the District EOCs will be provided by commercial telephones

backed by RACES radio (voice, teletype and CW). District EOCs will communicate with city and county governments by commercial telephone, Local Government Service (IGS) and RACES radio.

5. Should the Governor establish his seat of government at an alternate EOC, that communication center then becomes the control point for all state communications.
6. Communications between the state and the Federal government will be via commercial telephone, teletype and radio provided by the Office of Civil Defense.
7. State and district communication staffs will be members of the State Communication Organization and responsible to the State Civil Defense Director. County-City communication staffs will be members of the County-City Civil Defense Organization and will be responsible to the local governments.
8. Coordinating Instructions: Public Safety communications facilities will not be utilized for other than their established functions and in support of their primary missions as related to civil defense.

B. RESPONSIBILITIES:

1. State:

The State Civil Defense Communications Officer, together with the Communications Organization, subject to the approval of the Communications Coordinating Committee, will:

- a. Prepare and maintain current the Washington State Communications Plan, in compliance with Federal documents, directives and instructions.
- b. Execute the Plan or any part thereof when directed.
- c. Establish and maintain communication centers at state and district levels, including the necessary equipment and personnel to accomplish the assigned mission.
- d. Assist county, metropolitan and special area civil defense organizations with communication problems, organization, training, installation and procurement of necessary communication facilities.
- e. Provide detailed instructions to state, district and local political subdivision civil defense communication personnel and, as required, to the personnel of other state and Federal agencies for the purpose of:
 - (1) Enabling authorized personnel to file and transmit authentic information without delay;
 - (2) Preventing the transmission of non-essential, unauthorized, misleading, or harmful information.

- f. Maintain an updated inventory of communication facilities within the state.
- g. Coordinate the training and supervise the personnel of the Radio Amateur Civil Emergency Service (RACES) and Citizens Radio Service (CRS).
- h. Coordinate all communication systems within the state which may be utilized during an emergency.
- i. Enlist and coordinate the training of personnel required to staff the State Communication Centers.
- j. Maintain liaison with Federal Civil Defense, military, Civil Air Patrol (CAP), commercial and private communication systems, radio and television broadcast stations, manufacturers and others to insure that information is available covering all forms of communications which may be utilized by the state, and to resolve any problem arising from the use thereof.

2. Local:

To assure that the State Civil Defense Communications Organization can accomplish its assigned mission, it is necessary that county, metropolitan and special area communication organizations, under the local directors of civil defense:

- a. Prepare and maintain current county and local communication plans in accordance with state and Federal criteria.
- b. Install and maintain adequate communication facilities at local EOCs to support civil defense services, in accordance with this Annex.
- c. Enlist and register local personnel for the operation of communication facilities and provide necessary instruction and training.
- d. Maintain a current inventory of all communication systems and facilities within their jurisdiction.

IV. ADMINISTRATION AND LOGISTICS:

A. ADMINISTRATION:

- 1. All communications personnel will:
 - a. Register with the state or local civil defense organization to which they are assigned.
 - b. Carry a current civil defense identification card indicating their assignment.
 - c. Be subject to security and loyalty requirements as set forth in Section 15, RCW 38.52, as amended, and the FCC Rules and Regulations Part 97, Subpart F, paragraph 97.163 (i)(6).

2. Directives, regulations and orders including personnel assignments, duty rosters, etc., will be issued by proper authority at state, district and local communication centers as necessary to accomplish the objectives of this Annex.

B. LOGISTICS:

1. Necessary communications equipment to perform the "MISSION" will be provided through the use of existing equipment and the procurement of such additional communications equipment as deemed necessary by competent authority, as funds permit. Adequate replacement parts, test equipment, tools and material for the maintenance of communications equipment will be procured and stored in each communications center by the State Department of Civil Defense.
2. Requests for post-emergency replacement of equipment will be submitted to the state, or district, Director of Telecommunications, as appropriate, in accordance with Section XIII, Telecommunication Resources, Washington State Emergency Resource Management Plan.

V. CONTROL AND COMMUNICATIONS:

A. CONTROL:

1. Complete operational control over the State Civil Defense Communications Organization and system shall be exercised by the Communications Officer located in the emergency operating center (state or district) occupied by the Governor, or his legal successor, and his staff.
2. The ECCs are located as follows (See Map attached as Appendix 2):
 - a. State:
 - (1) Olympia - General Administration Building, Capitol Campus
 - (2) Fort Hayden - Bunker 249, Crescent Beach
 - (3) Fort Columbia - Bunker 246, Chinook
 - (4) Pullman - Compton Union Building, Pullman
 - b. District:
 - (1) Montesano - Courthouse
 - (2) Everett - Courthouse Annex
 - (3) Yakima - Courthouse
 - (4) Spokane - City Hall
 - (5) Chehalis - Courthouse
 - (6) Wenatchee - Courthouse

B. COMMUNICATIONS: The communication systems presently available are:

1. NACOM I (National Communications System One, landline - voice and teletype) (See Tab A, Appendix 3)
2. NACOM II (National Communications System Two, radio - voice, teletype and code) (See Tab A, Appendix 4).
3. NAWAS (National Warning System, landline - voice) (See Tab B, Appendix 3)
4. LETS (Law Enforcement Teletype System, landline) (See Tab C, Appendix 3)
5. Landline (Private line, leased line and regular telephone) (See Tab D, Appendix 3)
6. Radio, Public Safety (Local Government, Police, Fire, Highway Maintenance, Forestry Conservation and Special Emergency) (See Tab B, Appendix 4)
7. Radio, RACES (Radio Amateur Civil Emergency Service) (See Tab C, Appendix 4)
8. Radio, Disaster Service (See Tab D, Appendix 4)
9. Radio, CRS (Citizens Radio Service) (See Tab E, Appendix 4)
10. EBS (Emergency Broadcast System) (See Tab F, Appendix 4)

Appendices:

1 - Communications Organization Chart

2 - EOC Locations (Map)

3 - Wire Services (Issued Separately)

Tab A - NACOM I

Tab B - NAWAS

Tab C - Law Enforcement Teletype System

Tab D - Landline

4 - Radio Services (Issued Separately)

Tab A - NACOM II

Tab B - Public Safety

Tab C - RACES

Tab D - Disaster Service

Tab E - Citizens Radio Service

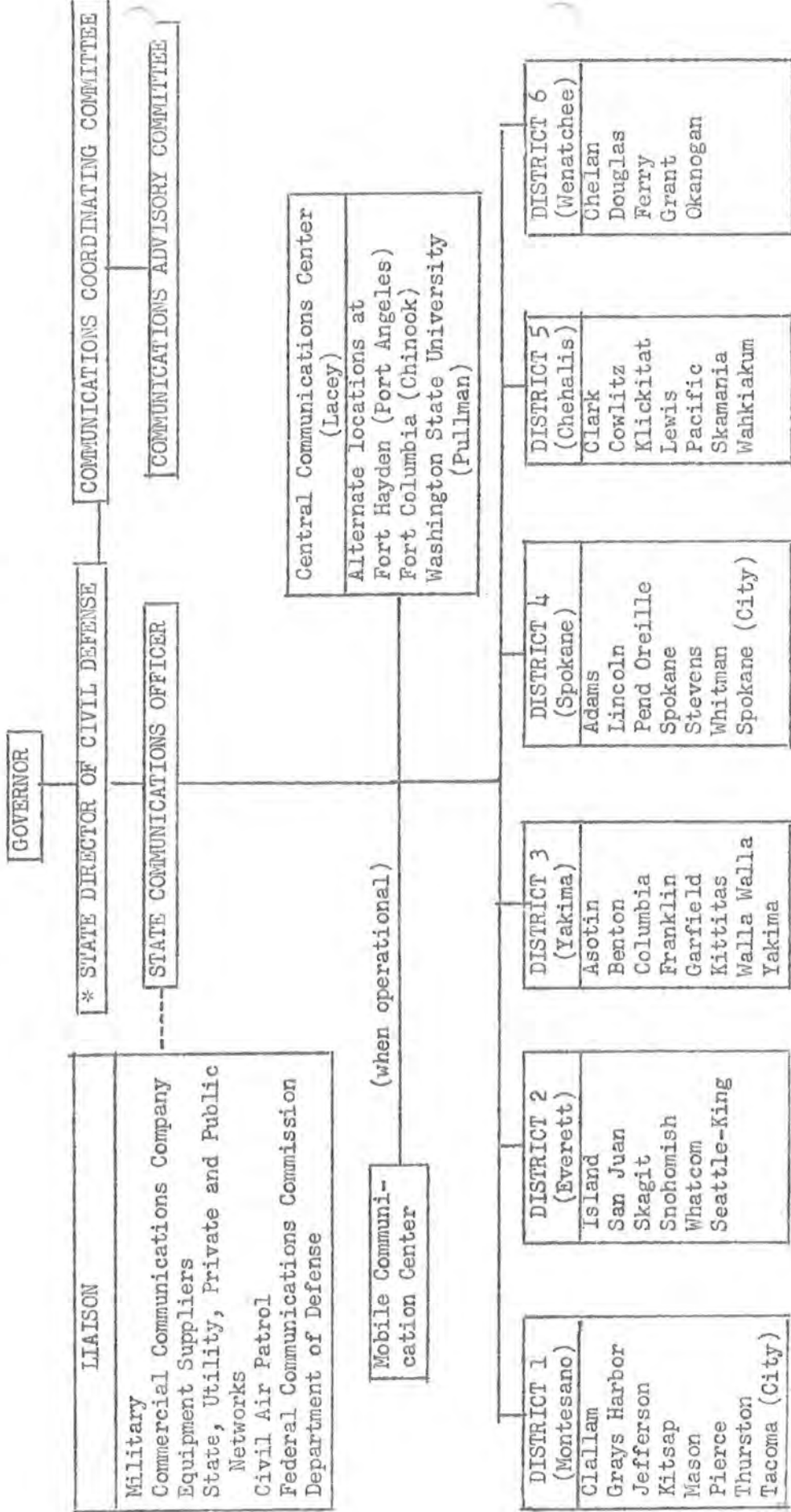
Tab F - EBS

5 - Codes and Ciphers (Issued Separately)

6 - Increased Readiness SOP (Issued Separately)

Appendix 1, Annex 1 (Communications)

WASHINGTON STATE CIVIL DEFENSE
COMMUNICATIONS ORGANIZATIONAL CHART



* Also Chairman of the Communications Coordinating Committee

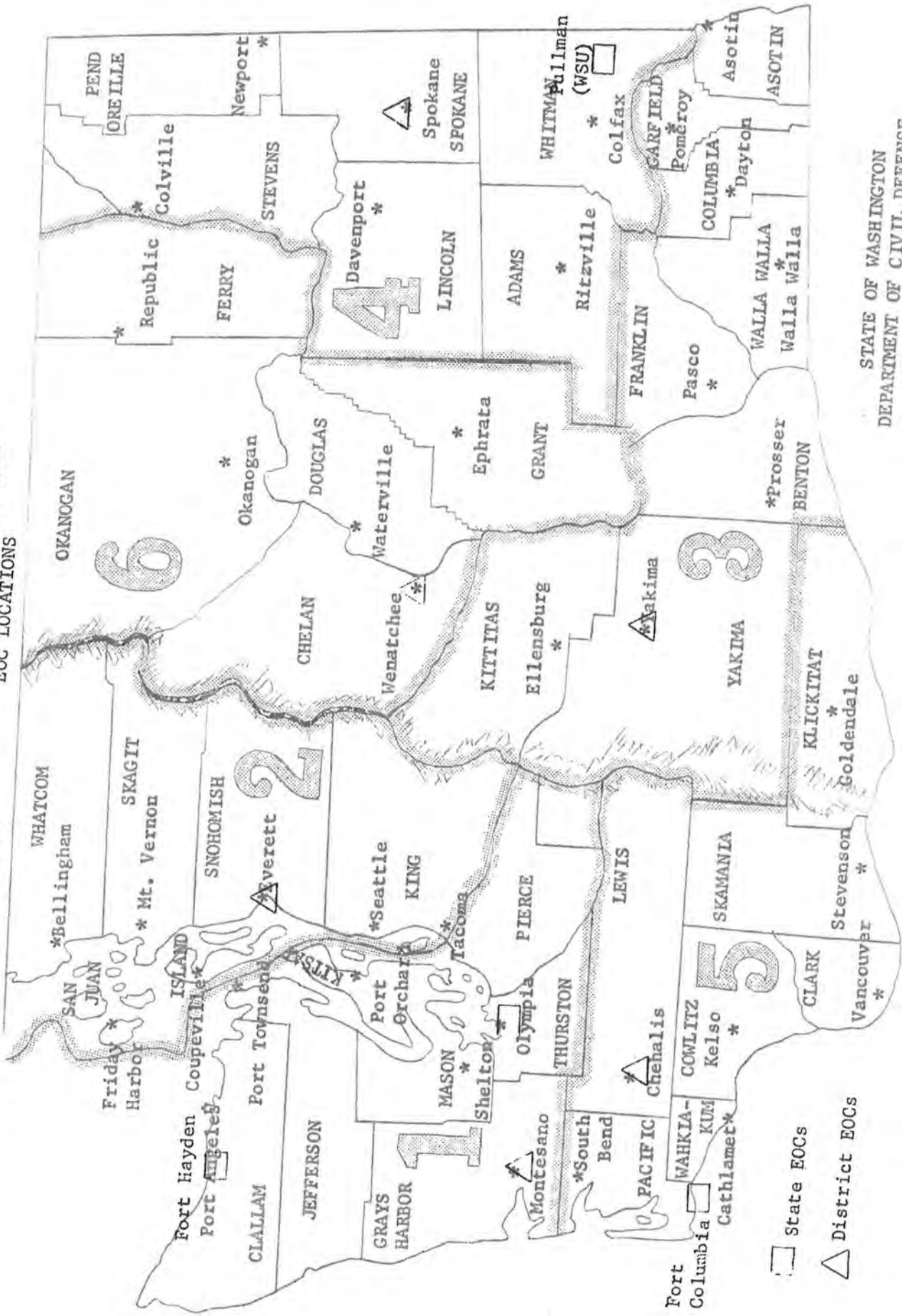
() Denotes locations of Communications Centers

NOTE: District Communications Center Staffs are detachments of the State Communications Organization

Direction

Coordination

Appendix 2, Annex L (Communications)
 WASHINGTON STATE CIVIL DEFENSE
 EOC LOCATIONS



- State EOCs
- District EOCs

STATE OF WASHINGTON
 DEPARTMENT OF CIVIL DEFENSE

STATE OF WASHINGTON
SURPLUS PROPERTY MANUAL

SECTION 1

GENERAL

A. AUTHORITY

Public Law 655, 84th Congress, amended the Federal Property and Administrative Act by adding civil defense to the programs eligible to receive donable surplus personal property.

The following state regulations supplement or amplify OCD regulations as outlined in Federal Civil Defense Guide, Part F, Chapter 5, Appendix 3. Participants in the program should thoroughly familiarize themselves with both federal and state regulations to insure compliance.

B. SURPLUS PROPERTY AGENCY

The state agency responsible for distribution of surplus property in the State of Washington is the Surplus Property Section, Division of Purchasing, State Department of General Administration. Two surplus property warehouses are maintained - one at 4140 E. Marginal Way, Seattle, and one at Warehouse #13, Industrial Park, Spokane.

C. DONABLE PROPERTY

Property eligible for donation to civil defense organizations in the State of Washington will be that property determined to be surplus by General Services Administration and available to the State Surplus Property Agency, and which has been certified as useable and needed for civil defense by DOD, OCD, or otherwise approved by them. (See Annexes 2 and 3, Part F, Chapter 5, Appendix 3, Federal Civil Defense Guide).

Filed

7-19-66

Docket # 1288 - File #1

D. RESPONSIBILITY OF LOCAL CD DIRECTOR

The County (Metropolitan Area) Civil Defense Director is responsible for seeing that all surplus property received in his county (city) is used and cared for in accordance with all federal and state regulations and restrictions relating to its receipt. These will include but not be limited to:

1. Insuring that property received is afforded care, maintenance and protection equal to that given other public-owned property.
2. Insuring that property is acquired for the sole purpose of directly fulfilling an existing civil defense need and that use of the property does not jeopardize its availability for the civil defense purpose for which it was secured.
3. Marking property with civil defense insigne by decal, stenciling or other appropriate means.
4. Maintaining records including inventory cards, use records, custody receipts, etc.

E. RESPONSIBILITY OF STATE CD DIRECTOR

The State Director of Civil Defense is responsible for the following activities:

1. Certifying the names of eligible donees to the State Surplus Property Agent.
2. Submitting periodic want lists to the State Surplus Property Agent.
3. Making equitable distribution of surplus property allocated for civil defense purposes.
4. Maintaining a complete record of all donations to civil defense donees in the state.
5. Providing OCD with a copy of all Warehouse Issue Sheets on a Weekly basis.

6. Insure that civil defense equipment donated to civil defense organizations is maintained and used in a proper manner.
7. Making periodic inspections of surplus property activity at the local level at least annually, furnishing the local director with a copy of the findings. (Attachment I).
8. Taking action on requests from local civil defense directors for disposal of property and for approval of non-listed items, and making necessary clearances with the Regional OCD Office.

F. RESPONSIBILITY OF STATE SURPLUS PROPERTY AGENT

The Surplus Property Agent is responsible for the following activities:

1. Furnishing the State Civil Defense Director with allocations of property appearing on civil defense want lists.
2. Furnishing the State Department of Civil Defense with three copies of all Warehouse Issue Sheets issued to civil defense donees.
3. Cooperating in all matters relating to the best civil defense utilization of surplus property as it becomes available.

G. TERMS AND CONDITIONS APPLICABLE TO DONATED PROPERTY

1. Property having a single item acquisition cost of \$2500 or more:
 - (a) With respect to property donated for civil defense purposes, the date of original donation shall be used for the purpose of computing the period of Federal restriction. Federal restriction expires after property has been used for civil defense purposes for a period of four years with the following exceptions:
 - (1) Motor vehicles (Group 23) for which a two year period of restriction shall apply.
 - (2) Aircraft (Group 15) for which the period specified in the

Aircraft shall apply.

- (b) During the period of restriction the Grantee shall not sell, trade, lease, lend, bail, encumber or otherwise dispose of such property or remove it for use outside the State without prior written approval of the State Director of Civil Defense and the OCD Regional Director.
 - (c) If, during the period of restriction, property is no longer suitable, usable, or further needed for the purpose for which acquired, the Grantee shall promptly notify the OCD Regional Director, through the State Department of Civil Defense, and shall, as directed by OCD or the State Agency either retransfer the property to another eligible department or agency, or such other donee as may be designated, or take other action as directed.
 - (d) In the event any of the terms and conditions set forth in this section are breached, all right, title and interest in the property involved, at the option of the OCD Director, shall revert to the United States of America. In addition, where there has been unauthorized disposal or improper use of any kind, the donee, at the option of the OCD Director, shall be liable to the United States for all damages.
2. Property having a single item acquisition cost of less than \$2500, or on which federal restrictions have expired:
- (a) Property in this category shall continue to be available for the civil defense purpose for which it was originally donated and shall not be sold, traded or otherwise disposed of without

the prior written approval of the State Director of Civil
Defense.

ELIGIBILITYA. ORIGINAL ELIGIBILITY

Any legally established civil defense organization is eligible to receive surplus property if an approved program paper for the current fiscal year is on file with the State Civil Defense and OCD Regional Offices. In the counties or metropolitan areas, a legally established civil defense organization is one which has been established by local ordinance or resolution and which has an operations plan approved by the State Director of Civil Defense.

For the purposes of administration of civil defense programs, "counties" refers to all counties in the State of Washington with the exception of King County. "Metropolitan areas" refers to the City of Spokane, City of Tacoma, and Seattle-King County.

The State Department of Civil Defense and its component agencies are eligible donees.

B. CONTINUING ELIGIBILITY

Continuing eligibility to participate in the surplus property program will be contingent on whether or not the county (metropolitan area) meets the following criteria:

1. Submits annual fiscal year program papers and acceptable quarterly progress reports thereon.
2. Provides periodic want lists as requested by the State Department of Civil Defense.
3. Maintains and uses equipment in accordance with federal and state regulations.
4. Keeps accounts paid with the Surplus Property Revolving Fund.

C. ELIGIBILITY OF CIVIL AIR PATROL

Procedures under which the CAP may acquire surplus property under the authority of Public Law 368, 83rd Congress, and surplus property as an activity of special interest to the Department of Defense under Public Law 152, 81st Congress, are set forth in CAP Regulations 65-1 dated May 1, 1957. Unit requests for property should be addressed to the Civil Air Patrol Wing Liaison Office.

Both of the above-referenced Civil Air Patrol programs have priority over the civil defense donation program and CAP units should be encouraged to obtain property through established CAP channels rather than through civil defense.

D. ELIGIBILITY OF EMERGENCY BROADCAST STATIONS FOR GENERATORS

Whether an EBS station is eligible to receive a generator is dependent on whether the generator is installed for the benefit of the station or civil defense. This is a local determination based on local planning for the emergency use of station facilities. If the installation is in an area where frequent and prolonged power outages occur, then auxiliary power would seem to be needed primarily for the benefit of the station.

EBS stations may not obtain title to surplus generators. The civil defense organization obtaining the equipment must retain title to it and responsible civil defense officials periodically check the generator to verify that it is in good operating condition and not being placed in unauthorized use.

The State or local civil defense director acquiring the generator shall obtain a receipt for possession from a duly authorized representative of the EBS station. No commitments may be made as to giving title at a later date.

The receipt for possession or memorandum receipt must include a statement by the duly authorized representative of the EBS to the effect that the conditions which governed the donation of the property are understood and that they apply while the equipment is located at the station.

E. NOTIFYING STATE SURPLUS PROPERTY AGENT OF ELIGIBLE DONEES

On August 1st of each year and not less than quarterly thereafter the State Department of Civil Defense will provide the Surplus Property Agent with a list of those civil defense directors and organizations who are eligible to participate in the program by reason of having met all requirements of eligibility.

SECTION III

PROCEDURES FOR PARTICIPATION IN PROGRAM

A. RESOLUTION APPOINTING AUTHORIZED REPRESENTATIVE

Each eligible donee must submit to the State Department of Civil Defense two copies of the county (metropolitan area) resolution designating the County (Metropolitan) Civil Defense Director as the authorized representative to act on behalf of the county (city) in receiving and handling surplus property for civil defense. The resolution will be completed in accordance with the resolution form prescribed by the State Surplus Property Section. (Attachment A).

The State Department of Civil Defense will transmit one copy of this resolution to the State Surplus Property Agent.

A new resolution will be submitted each time there is a change of personnel in the civil defense director's position.

B. IDENTIFICATION CARDS

Upon receipt of the resolution naming the county's (metropolitan area) civil defense director as the authorized representative, the State Surplus Property Section will issue an identification card to the director which permits shopping at the surplus property warehouses. The civil defense director may then submit the names of additional civil defense personnel he wishes given such identification cards. Since he is held responsible for all surplus property coming into the county (metropolitan area), it is recommended that additional identification cards be held to a minimum and be limited to county (metropolitan) civil defense staff who have authority to obligate local public funds.

Names are submitted on SASP Form No. 25 (attachment B). Two copies shall be forwarded to the State Department of Civil Defense. All cards issued by the Surplus Property Agent shall be forwarded to the State Director of Civil Defense who, in turn, will forward them to the local civil defense director.

Civil defense directors should instruct card holders in the proper use of the cards and insure that they keep him advised of any acquisitions made.

When a card holder is no longer associated with civil defense, or if he has abused use of the card, the county or metropolitan civil defense director is responsible for picking up the card and returning it to State Civil Defense for cancellation action. Identification cards are not transferrable.

C. WANT LISTS

1. Basic Annual Lists

Annually, usually in May or June, program participants will be provided forms for submitting a new basic want list for the current fiscal year. This permits a reevaluation of needs in terms of the program paper and avoids allocation of items no longer desired by the political subdivisions. The want list submitted should be a composite of all needs within the county, metropolitan area or state agency. All applications from political subdivisions must come to the state through the county or metropolitan area civil defense director.

Description of items wanted should show sufficient detail to enable the Surplus Property Section to provide materials which will be acceptable. However, of necessity, descriptions must also be of a general nature. Exact model numbers cannot be shown, for example.

Submission of want lists will be considered confirmation that local funds are available to pay the costs of handling any items which become available, and for the proper warehousing and maintenance of the items secured.

Want list items approved by the State Department of Civil Defense will be assembled in a composite statewide want list and forwarded to the State Surplus Property Section. The local copies received will be filed in the State Civil Defense Office by county within each group classification.

Want lists from counties (metropolitan areas) will not be accepted by the Surplus Property Agent except through the State Civil Defense Office.

2. Additions to Basic Want Lists

After submission of the basic annual want list, any additions desired to the want list during the year will be made by submitting one copy of application form, WCD-19, to the State Department of Civil Defense. (See Attachment C). These will be consolidated monthly and furnished to the Surplus Property Agent.

D. ALLOCATION OF ITEMS ON WANT LIST

Upon notification by the Surplus Property Agent that quantities of any items on the statewide want list are available, the State Department of Civil Defense will determine allocation of the available property on the basis of the usability thereof and need therefor with the following factors being considered:

1. Usability and need of property as reflected by requests
2. Counties or metropolitan areas in greatest need of the type of property to be allocated

3. Extraordinary needs occasioned by disasters
4. Equity in allocations based on population percentages
5. The quantity of property of the type under consideration which has already been allocated, received or which is potentially available
6. Ability or performance in meeting current transportation requirements.

Eligible civil defense directors will then be notified of the property's availability and asked to accept or reject it immediately. If accepted, they will furnish shipping instructions or arrange for pick up of the property with locally owned trucks.

It is necessary that action on allocations to civil defense be expedited if civil defense is to take full advantage of items as they become available. Replies to allocation notices should be by return mail wherever possible indicating whether accepted or rejected, and shipment instructions if applicable.

Allocation notices carry a code as to condition of the property. The codes are:

N - Unused	1 - Excellent
O - Used - Useable without repair	2 - Good
E - Used - Reconditioned	3 - Fair
R - Used - Repairs required	4 - Poor

Since the codes are assigned at the various originating disposal points, they may vary. Wherever possible, it is recommended that property be inspected prior to acceptance since it is donated on an "as is" "where is" basis.

Most property allocated is located at the Seattle or Spokane warehouses. Occasionally, however, property is allocated on the basis of pick-up at the federal installation where it has been declared excess. In these

instances, a specific time is usually indicated for the pick up in order that a Surplus Property official can be there to handle the issue. Prior inspection of these items is not possible without prior arrangements with Surplus Property, through this office.

E. ORDERING THROUGH PERIODIC CIRCULARS FROM STATE SURPLUS PROPERTY

Certain items of property, received in sufficient quantities by the State Surplus Property Section, are listed in a periodic catalogue and sent to all eligible donees within the state. This circular will be sent to all eligible civil defense organizations and to State Civil Defense. Items listed in the circular may be ordered directly from the surplus property warehouses and no additional authorization will be needed from State Civil Defense except on an order having a service and handling value exceeding \$25.00.

All orders must go through the local civil defense director.

F. STATE CIVIL DEFENSE "FLYERS"

Occasionally allocations are received which are in excess of items on the current want lists. These will be advertised on State Civil Defense "flyers" on green colored paper. Mailings to Eastern Washington will be sent one day ahead of mailings to Western Washington. Allocations will be on the basis of "first-come-first-serve." It is recommended that orders from these notices be placed by telephone.

G. VISITING AND PROCURING PROPERTY DIRECTLY AT SURPLUS PROPERTY WAREHOUSES

Upon presentation of an identification card and signing a Warehouse Issue Sheet, authorized representatives of civil defense organizations may procure items in the "shopping" area of the surplus property warehouses. No additional authorization by the State Civil Defense Director is

necessary for such issuances unless the total amount of the acquisition exceeds \$25.00 in handling and service charge.

When a card holder calls at the surplus property warehouse and acquires items for three or four county or city departments, property procurement must be made on the basis of a separate warehouse issue sheet for each individual department, fire district, etc. This eliminates problems in accounting both from the standpoint of division of costs and inventory records.

Persons calling at the warehouses to acquire or pick up property, who are not identification card holders, must have a letter of authorization from the local civil defense director.

H. ITEMS FOR CANNIBALIZATION

Donees should insure that any item secured for cannibalization is so identified on the warehouse issue sheet so that it will not appear in inventory accounting.

I. ACQUIRING UNLISTED ITEMS

To secure approval for unlisted items, (items marked NO in Annexes 2 and 3, Part F, Chapter 5, Appendix 3, Federal Civil Defense Guide), the county or metropolitan civil defense director must submit six copies of Form 376 to the State Department of Civil Defense. (See Attachment D for sample of form). The forms should be supplemented with a narrative justification indicating how the item being requested will assist in carrying out a function outlined in the local civil defense operations plan.

The State Department of Civil Defense will consider the request. If approved, it will be forwarded to the Regional OCD Office for action. If disapproved by the State, the request will be returned to the originator

with reasons for disapproval or with a request for additional information.

If OGD approval is obtained, both the State Civil Defense Office and the State Surplus Property Agency will receive a copy of the approval. The local political subdivision is notified by the State Department of Civil Defense. As soon as the particular type of property becomes available, the Surplus Property Agency makes an allocation in the usual manner.

J. ATTEMPTING TO SECURE ITEMS RUMORED AVAILABLE AT MILITARY INSTALLATIONS

Civil defense agencies frequently request the State Department of Civil Defense to assist them in securing items which they have heard were being declared excess at a local military installation. This method of trying to acquire property is not proper and is usually fruitless for many reasons:

1. The property, if declared excess, first becomes available to other federal agencies.
2. If not requested by a federal agency, it may be allocated by DHEW to another State Surplus Property Agency in the United States.
3. If it does become available to the State Surplus Property Section, it may be allocated to an eligible donee agency other than civil defense.
4. If allocated to Civil Defense, it may be allocated by State Civil Defense to other than the original inquirer because of a long standing want list for the item.

The State Surplus Property Agency has agents in the field at all times screening property becoming surplus and also receives all GSA circulars relating to such property. The best assurance for a political subdivision receiving property is to have needed items listed on their want list.

FISCAL AND ACCOUNTINGA. COSTS

All costs of acquiring, transporting, warehousing and maintaining surplus property will be the responsibility of the county (metropolitan area) organization making application. Charges for the property, to cover handling and freight costs, vary between $\frac{1}{2}$ of 1% and 10% of the acquisition cost depending upon the condition of the property.

B. BILLINGS AND PAYMENT

Billings for acquired surplus property will be made by the State Surplus Property Division direct to the county (metropolitan area) civil defense organization. The civil defense directors of these organizations will be responsible for effecting payment of the billings. Payment must be made by proper county or city warrant. Warrants forwarded to the State Surplus Property Division must be sent with the Remittance Sheet Form received with the billing in order to insure proper credit. Prompt payment of billings is essential. Delinquent accounts are sufficient justification for suspending of eligibility by the State Surplus Property Division.

Costs of transportation will be handled direct by counties (metropolitan areas) either by furnishing county-owned equipment for picking up property at the warehouse or by shipping charges collect by public carrier.

C. LOCAL VOUCHERS

To assist surplus Property in their vouchering to civil defense organizations, the Auditor of the Surplus Property Revolving Fund should be furnished with a supply of the proper local voucher forms for billing purposes.

Billings from Surplus Property, with completed and other forms attached, will then be routed to the County (Metropolitan) Director for handling.

D. COMPENSATING (USE) TAX

The Compensating (Used) Tax is imposed by the Revenue Act of the State of Washington upon the use of tangible personal property acquired or otherwise acquired under conditions whereby the Washington Retail Sales Tax has not been paid by the present user. The tax is specifically imposed upon the use of property acquired by gift or bailment if no tax has been paid by the donor or bailor. No exemption from tax is allowed to instrumentalities of the State of Washington, counties or cities, nor to religious, charitable, benevolent or nonprofit institutions or organizations. The rate of tax is 4% and the measure of the tax is the value of the article used. For surplus property this is the amount paid for service and handling charges.

Political subdivisions are subject to Compensating Tax on the use of Federal Surplus Property which has been donated to them through the Surplus Property Division of the State Department of General Administration. Compensating Tax payments are made to the Tax Commission (not to the Surplus Property Division).

Recipients of Federal Surplus Property are required to pay only the administrative costs (approximately $\frac{1}{2}$ of 1% to 10% of acquisition cost), plus freight, in consideration for the property received. The Tax Commission has agreed to accept the total of these amounts as the best measure of value for purposes of computing Compensating Tax liability.

Compensating tax is reported on Form 2400, Compensating Tax Return, available from any Tax Commission District Office, or by writing directly to the Tax Commission, Olympia, Washington. Fill out the form showing the

value of Federal Surplus Property used as the total of your costs, including freight, and compute the tax due by multiplying the value by the 4% rate.

On motor vehicles, it will be necessary to obtain a Tax Waiver from one of the District Offices of the Tax Commission to Avoid being required to pay Compensating Tax on the full market value at the time of obtaining a license from the County Auditor. Form 2400 should be filed for each month in which a tax liability is incurred. All returns should be filed with the Tax Commission. Do not send any tax payments to the Surplus Property Division.

The foregoing ruling became effective April 1, 1959. Political subdivisions were not required to pay Compensating Tax on Federal Surplus Property acquired under the surplus property program and put to use prior to April 1.

E. INVENTORY CARDS

All county and metropolitan area civil defense directors shall maintain an inventory file of items obtained through the surplus property program. This will cover all items other than small tools and expendable items. This does not mean, however, that civil defense directors are relieved of responsibility for accounting for the smaller items and cards may be kept if desired.

To insure uniformity throughout the state, cards will be furnished by the State Department of Civil Defense. (See Appendix E for sample card).

Items considered expendable will be those used in maintenance of civil defense equipment (nuts, bolts, paint, screws, etc.); paper and other office supplies; or items expended in training classes.

SECTION V

TITLE TO SURPLUS PROPERTY

A. ORIGINAL TITLE HOLDER

All warehouse issue sheets are issued in the name of the eligible donee-- county or metropolitan civil defense organization or the State Department of Civil Defense. Title to all surplus property shall pass directly to the state or local civil defense organization at the time of acquisition except on items having an acquisition cost in excess of \$2500. On these items, title shall be vested with the State Department of Civil Defense except in the case of vehicle registrations where the State Department of Civil Defense will appear as lien holder.

B. TRANSFERS OF TITLE

Restrictive periods set up by Federal regulations will pertain to all property having an acquisition cost in excess of \$2500. At the end of these periods, county (metropolitan area) civil defense organizations will be transferred title.

Title to property may never be passed below the county or metropolitan civil defense organization. It may be assigned on custody receipt to components of that organization.

Ownership of title to surplus property does not relieve the county or metropolitan area of responsibility for insuring that the property is used properly, nor can property be disposed of without the prior written approval of the State Office.

CIVIL DEFENSE USE OF SURPLUS PROPERTYA. GENERAL

Surplus Property is donated for civil defense purposes to improve the capacity of the state and its political subdivisions to meet civil defense emergencies, and civil defense directors must insure that utilization practices within the county or metropolitan area does not jeopardize availability of the property for this civil defense purpose.

Surplus property is intended to supplement rather than take the place of normal equipment needed by a community and the local director should consider this factor, along with use of common prudent judgment, in approving programs for use of surplus property items.

B. GUIDE ON SPECIFIC USES1. Aircraft

Emergency use of donated aircraft is protecting the public safety, including all disaster relief operations, should provide training for and testing of civil defense readiness and is, accordingly, considered appropriate. The transportation of officials on civil defense business, the training of observers, use in test exercises, and periodic testing necessary to keep the aircraft in operation are all considered to be appropriate. Any arrangement whereby an individual or firm were to improperly benefit from the use of a donated aircraft is, of course, not authorized, nor can the donee organization lease the aircraft for hire.

2. Firefighting Police and Rescue Equipment

Where civil defense auxiliaries man or help man donated equipment in these categories, use of the equipment in on-the-job training programs is proper. Use of equipment for normal day-to-day needs where auxiliaries are not being trained might be questionable and should be referred to the State Department of Civil Defense for decision as to proper action.

3. Tractors, Construction and Highway Equipment

These items fall in Federal Supply Classifications 24 and 38, both of which require special OCD approval for donation. Use of the equipment should be restricted to the purposes for which it was originally justified.

4. Communications Equipment

In general, communications equipment must be installed and operational if it is to function satisfactorily in an emergency. Daily use of such equipment is acceptable provided that it is not removed from its point of civil defense use and that the use does not interfere with its ready availability and operational capacity in an emergency.

5. Clothing and Personal Equipment

Care should be exercised that such property is adequately controlled, not used as a means of personal reward, and that it is fully respected as civil defense organizational property. Areas having sufficient funds might wish to utilize items in this category for shelter stocking.

6. Vehicles

Nearly all political jurisdictions have restrictions upon personal use of publicly owned vehicles. The same conditions should apply to the use of donated surplus vehicles.

G. USE IN NATURAL DISASTERS

Surplus property may, without regard to acquisition cost, be utilized as necessary to alleviate suffering and damage directly resulting from flood, fire, earthquake, storm or other natural disasters occurring in the State of Washington.

DISPOSITION, TRANSFER, MODIFICATION OR
CANNIBALIZATION OF SURPLUS PROPERTY

A. GENERAL

Basic federal regulations covering transfer or disposition of surplus property are contained in Section 222.6(d), Annex 1, Part F, Chapter 5, Appendix 3 of the Federal Civil Defense Guide. At the state level these regulations are implemented as outlined in succeeding paragraphs of this Section.

Any funds, realized from disposition of surplus property, whether by sale or transfer, shall be used for civil defense purposes. Such receipts shall be reported to the State Department of Civil Defense within 30 days of the transaction.

B. DISPOSITION OF PROPERTY SUBJECT TO FEDERAL RESTRICTION

Request for authority for disposition will be made on OCD Form 184 by submitting five copies of the form to the State Department of Civil Defense, together with such other written narrative justification as is necessary. (See Attachment F for sample OCD Form 184).

If the disposition request appears justifiable and there is no known civil defense need for the property elsewhere in the state, the state office will forward the request to the Regional OCD Office for their consideration. Final action will be in accordance with their recommendations.

C. DISPOSITION OF PROPERTY NOT UNDER FEDERAL RESTRICTION

Authority for disposition will be requested by the donee by submitting four copies of OCD Form 184 together with narrative justification for the disposal. The State Department of Civil Defense will determine if a need exists elsewhere in the state for the property. If not, authority for disposal will be given with all other criteria relating to disposition remaining the same as for property under federal restriction. An informational copy of the Form 184 will be provided OCD for their records.

D. TRANSFER BETWEEN POLITICAL SUBDIVISIONS

Wherever possible, the State Department of Civil Defense will attempt to arrange a transfer of property between local civil defense agencies rather than approve disposal to outside sources. Whenever a transfer is arranged, the State Department of Civil Defense will prepare six copies of the retransfer document (see Attachment H) together with Transfer of Title (Attachment G) and send to the political subdivisions for signature. Upon completion, copies of the retransfer document are furnished to the two political subdivisions involved, to OCD and to the Surplus Property Agency.

The amount of funds exchanged in such a transfer is determined between the two subdivisions involved.

E. DISPOSITION OF PROPERTY DONATED FROM SURPLUS PROPERTY BUT REHABILITATED WITH CONTRIBUTIONS MONEY

In order to prevent routine disposal of surplus property items for which Federal contributions were made under Sections 2.4 and 2.5 of the Former AM 25-1 Manual, the following actions are required. All Forms OCD 184 should contain a statement, in Section III, which indicates whether matching funds were granted for the transportation or rehabilitation of the items involved. If so, the project application number and the amount

of the Federal are must be shown.

Surplus property which has been rehabilitated or transported with the aid of matching funds is subject to the Federal restrictions imposed in both Appendix 1 and 3, Part F, Chapter 5, of the Federal Civil Defense Guide. Upon the expiration of the time limitations imposed under the restrictions contained in Appendix 3 above, the property is still restricted by the requirements of Appendix 1. It is recommended that a separate file be established for any property within your county (city) which is so restricted to insure that improper disposal is not made.

F. CANNIBALIZATION OF SURPLUS PROPERTY

Where property has been acquired without notation of cannibalization on the warehouse issue sheet, or where the property has outworn its usefulness following donation, it is necessary to request approval for such action in the same manner as for other disposition outlined in paragraphs C and D of this section.

G. MODIFICATION OF EQUIPMENT

Requests for modification of equipment shall be submitted in letter form in duplicate to the State Director of Civil Defense and shall include but not be limited to the following points:

1. Complete identification of the item involved including description, warehouse issue sheet reference and donation date.
2. Detailed description of the modification requested.
3. Justification for the modification including how it will increase civil defense utilization of the property.
4. Estimated value of the modified property.
5. Plans for disposal of any unused parts.

R E S O L U T I O N

BE IT RESOLVED THAT _____

_____, the duly authorized governing body of _____

_____, having taken the matter into full consideration and having determined by the required vote, as stated in the minutes, does hereby designate _____

_____, the representative of the aforementioned institution. The said representative is hereby authorized to bind the institution to the particular terms and conditions of transfer which are or may be imposed by the execution of the Form HEW 135 or the state agency warehouse issue sheet. The said representative is moreover empowered to delegate the authority imposed upon him to such people as he considers reasonably necessary to accomplish these purposes. He is herewith instructed to confer upon those people designated by him such authority as is necessary and to see that they are properly identified by card or letter.

I, _____, hereby certify that I am the custodian of the official records of the _____
(Legal name of governing board
or applicant)

that the foregoing resolution is a true and correct copy of a resolution adopted by a majority of the members thereof present at a meeting of said board regularly called on the _____ day of _____, 19____ at which a quorum was present, and that _____

(Name of representative)

is duly appointed and acting _____
(Title of representative)

of said organization.

Dated this _____ day of _____, 19____

(Seal) _____.

STATE OF WASHINGTON
Surplus Property Section
4140 East Marginal Way
Seattle 4, Washington

DATE _____

TO: Manager, Surplus Property Section

FROM: Institution _____

Address _____

City _____ Phone _____

SUBJECT: DELEGATION OF AUTHORITY

Please issue Identification Cards to the following personnel of this institution:

Name _____

Title or Position _____

Name _____

Title or Position _____

Name _____

Title or Position _____

Name _____

Title or Position _____

Name _____

Title or Position _____

I hereby delegate the authority vested in me according to the Resolution submitted to the Surplus Property Section by the governing body of this Institution. The aforementioned delegates are hereby authorized to bind the Institution to the particular terms and conditions of transfer which are or may be imposed by the execution of Form HEW 135 or the state agency Warehouse Issue Sheet.

Authorized by:

Approved _____

Signature _____

State Dept. of Civil Defense

Printed Name _____

Date _____

Title or Position _____

SASP Form No. 25

Attachment B

Civil Defense

 (County or Metropolitan Area)

TO: Director, State Civil Defense, Olympia

It is requested that the supplies and equipment listed below be added to the Annual Surplus Property Want List of this organization. It is agreed that local funds will be available to pay the acquisition costs, transportation and proper storage of the equipment, and that immediate arrangements will be made to remove the equipment from the Surplus Property Warehouse when notified of its availability, if acceptable. It is further certified that the supplies and equipment requested in this application are needed for civil defense purposes.

Signed _____
 Civil Defense Director

Date _____

Name of item, with characteristics, size, voltage, phasing, etc.	Quantity	Proposed Storage location of item

DEPARTMENT OF DEFENSE
OFFICE OF SURPLUS DEFENSE
**REQUEST FOR SURPLUS PROPERTY
REQUIRING ADVANCE OCD APPROVAL FOR DONATION**

Form Approved
Budget Bureau No. 97-R042.2

I. APPLICANT CIVIL DEFENSE ORGANIZATION
(Include full name and address)

SHIP TO

RELEASE TO

The item of Federal surplus personal property described below, which is not included on the current OCD representative lists of categories of property donable without prior OCD approval on a case basis, is requested for donation for civil defense purposes. Additional certifications and justifications are attached as appropriate and required.

PROPERTY REQUESTED

QUANTITY	DESCRIPTION

ESTIMATED COST TO THE GOVERNMENT WHEN NEW

APPLICANT HEREBY CERTIFIES: (1) that the property is being sought for and is usable and necessary for the civil defense purposes of the applicant organization; (2) the care, use, maintenance and any disposition of the property will be in compliance with the regulations governing the civil defense surplus property program, and with the provisions of the approved transfer forms for donating surplus property used by the State; and (3) that the need for the property is supported by an approved operational plan on file in the State Civil Defense Office or an approved program.

DATE	TITLE	SIGNATURE

II. STATE CD DIRECTOR: As Director of Civil Defense, State of _____

I approve the above request and certify that the justification and basis for the donation is in accordance with a State-approved emergency operations plan. In my capacity as State Director of Civil Defense, I will exert all reasonable efforts to insure and effect compliance with the conditions of the donation, in accordance with my responsibility as defined in the agreement between my State and the OCD.

STATE CONTROL NO. (If assigned)

Disapproved.

REMARKS

DATE	TITLE	SIGNATURE

III. OCD REGIONAL OFFICE

APPROVED

DISAPPROVED

DATE OF EXPIRATION OF APPROVAL

REGIONAL CONTROL NO.

REMARKS

DATE	TITLE	SIGNATURE

Attachment D

INSTRUCTIONS FOR USE OF FORM OCD - 376

1. This form does not substitute for State forms prescribed for use in obtaining surplus property from the established State Agency for Surplus Property. Its use is limited to obtaining the prior OCD approval required for items not previously determined to be usable and necessary for civil defense purposes.
2. The form shall be prepared by the applicant civil defense organization in the number of copies required by the State Civil Defense Director. The organization requesting the property shall be fully identified and complete information furnished as to where the property is to be consigned or to whom it is to be released. All available information regarding the item requested shall be furnished and the specific purpose for which the property is requested indicated in detail. Each Form OCD - 376 shall cover ONE LINE ITEM ONLY.
3. The State Civil Defense Director shall either approve or disapprove the application. Five copies of approved requests, including the original, shall be forwarded to the appropriate OCD Regional Director, with approval noted thereon. Disapproved requests may be returned to the local civil defense director in accordance with State established procedures. In no instance shall a State Civil Defense Director direct the processing of the donation without the formal approval of the OCD Regional Director.
4. The Regional Director, OCD, shall either approve or disapprove each Form OCD - 376 submitted through the State Civil Defense Director. Reasons for disapprovals shall be indicated in the space provided or may be furnished by letter attached. The original shall be returned to the State Civil Defense Director. A copy of each Form OCD - 376 with Regional action indicated thereon shall be kept in the Regional files.

SURPLUS PROPERTY INVENTORY CARD

Warehouse Issue Sheet No. _____

Date _____

Original Acquisition Cost \$ _____

ITEM _____

Description _____

Serial No. _____

Local Equipment No. _____

COST TO CD:

Handling & service chg. \$ _____

Freight _____

Compensating tax _____

Repairs: _____ Date: _____

Total cost to CD \$ _____

Federal restrictive period ends _____

Title obtained (date) _____

Comments concerning disposal: _____

CUSTODIAN:

Name _____

Address _____

Tel. No. Bus. _____ Res. _____

Signature of Custodian: _____

Comments on inspections, condition, etc. _____

(Use reverse of card for noting any special uses such as for Natural Disasters, etc.)

AUTHORIZATION TO DISPOSE OF PROPERTY DONATED FOR CIVIL DEFENSE PURPOSES

(Required for Disposition of Property to Which Organization Does Not Hold Unrestricted Title)

**I. TO BE FILLED
IN BY ORGAN-
IZATION
REQUESTING
DISPOSAL
AUTHORITY**

(Forward
Original
and Four
to State
Civil
Defense
Director)

**MUST COVER
ONE LINE
ITEM ONLY**

1. (a) Name of Organization (Civil Defense Donee)	
(b) Address (Street)	(City) (State)
2. (a) Name and Description of Item to Include Serial Numbers	
Quantity	
(b) Transfer Document Identification Number	
(c) Donated for CD Training <input type="checkbox"/> Oper. Readiness <input type="checkbox"/> Res. Stock <input type="checkbox"/>	
(d) Date Acquired	(f) Actual Cash Expenditure for:
Service Charges \$ _____	
Transportation \$ _____	
Parts to make Operable \$ _____	
Total \$ _____	
(e) How Long has property been used for civil defense? _____	
If not, why not? _____	
(g) Unit Acquisition Cost to Federal Government New \$ _____	
(h) Estimated Current Market Value (Unit) \$ _____	
(i) State reasons for Requesting Authority to Dispose of Property	
(j) State reasons, if any, property cannot be transferred for another civil defense use	

I hereby certify that the information given above is true and correct

Date	Signature	Type Name of Signer	Title

**II. TO BE FILLED
IN BY STATE
CD DIRECTOR
(If 3 applies, send
original to (1)
above; if 4 applies
keep copy and
send balance to
OCD Region. No
further approval
required for trans-
fer. State Agency
approval required
for sale or OTHER
FORM of disposi-
tion plus OCD
approval of \$2500
& over items**

<input type="checkbox"/> 3. The above property is required by the civil defense organization listed below and should be released to it upon payment of an amount mutually agreed upon and upon certification by the recipient on Form OCD-290 "RETRANSFER OF PROPERTY DONATED FOR CIVIL DEFENSE" or similar transfer document containing the appropriate certifications.			
Organization	Address (Street)	(City)	(State)
<input type="checkbox"/> 4. There are no known civil defense requirements for this item within the State.			
Recommendations: _____			

Date	Signature of State CD Official	Type Name of Signer	Title

III. TO BE FILLED IN BY OCD REGION
(If 5 applies, keep copy and return balance to State CD; If 6 applies, send original and two copies to OCD National Headquarters.)

5. The above property is required for civil defense within the State of _____ . Transfer and reimbursement arrangements shall be made between the respective State Civil Defense Directors, with certifications as described in 3 above.

6. There are no known civil defense requirements for the above property in this OCD Region.
Recommendations:

Date	Signature of OCD Regional Official	Type Name of Signer	Title
------	------------------------------------	---------------------	-------

IV. TO BE FILLED IN BY OCD HEAD-QUARTERS
(Keep copy, return original and one to OCD Region. Region annotates its file copy, sends original and one to State Cd which annotates its copy and sends original and one to State Agency for Surplus Property)

OCD Headquarters approval required for disposal of any item which unit acquisition cost was \$50,000 or more.

7. Action other than sale is directed
Recommendations: (attach letter if appropriate)

8. Public sale or retransfer under 9 below is authorized. Sale must be subject to the following terms and conditions:

- (a) The sale must be publicized as widely as practicable.
- (b) At least 3 bids must be obtained.
- (c) A full report documenting the sale must be made through civil defense channels to Regional Headquarters, OCD. This report must include an annotated copy of the offering which shows the names and addresses of the bidders, the amounts bid, and to whom award was made.
- (d) The donee may keep \$_____ of the proceeds for charges incurred incidental to obtaining the property plus any certified out-of-pocket expenses involved in conducting the sale.
- (e) Any additional proceeds realized from the sale must be forwarded through civil defense channels to OCD Headquarters for deposit in the General Fund, U.S. Treasury.

This statement does not apply to property donated for reserve stock purposes. Proceeds from such an authorized sale shall be held in a special account to the use and benefit of the civil defense program of the State or local political subdivision making such sale.

Under the provisions of Section 203 (k) of the Federal Property and Administrative Services Act of 1949, as amended, it has been determined that (1) the above property no longer serves the purpose for which it was transferred and (2) that the right or interest reserved to the United States by the transfer instrument may be released subject to the above listed terms and conditions. The General Services Administration has been notified of the action to be taken and has not disapproved. Report of Sale shall be made on Form OCD 185 attached.

Date	OCD Approval No.	Signature	Type Name of Signer	Title
------	------------------	-----------	---------------------	-------

V. TO BE FILLED IN BY STATE AGENCY FOR SURPLUS PROPERTY

(Indicate whether 9 or 10 applies and return original to State Civil Defense Director)

9. The above property is required for health or educational purposes within the State. Transfer, or return to this Agency will be made in accordance with attached instructions.

10. The above property is of no use to eligible health or educational donees within this State.
Recommendations:

Date	Signature	Type Name of Signer	Title
------	-----------	---------------------	-------

TRANSFER OF TITLE TO CIVIL DEFENSE EQUIPMENT
AND SUPPLIES PURCHASED UNDER THE
SURPLUS PROPERTY PROGRAM

In compliance with the rules and regulations of the Office of Civil Defense the undersigned does hereby transfer and assign the title to the following described equipment to _____

for and in consideration of the grantee's obligations to continue to maintain and use the equipment for the purpose for which it was originally donated.

Description of Equipment and Supplies:

Warehouse Issue Sheet
and Date of Issuance

Signed: _____

Director, State Dept. of Civil Defense

I certify that rules and regulations now in effect or which may later be imposed by the State Department of Civil Defense with respect to the above listed equipment or supplies will be complied with, and that the equipment will not be disposed of without the prior approval of the State Department of Civil Defense.

Signature: _____

Name of Organization: _____

Effective date: _____

RETRANS: OF PROPERTY DONATED FOR CIVIL DEFENSE

Description of property _____ Quantity _____

Date property originally acquired _____ Transfer document No. _____

Original acquisition cost _____ Date transferred _____

GRANTOR:

Grantor hereby gives, grants and transfers to Grantee all right, title and interest whatsoever in the above described property subject to terms and conditions imposed by the Department of Army, Office of Civil Defense, and set forth below.

(Organization transferring property) (Address)

(City) (County) (State)

By: _____
(Signature of authorized official) (Title) (Date)

GRANTEE:

Grantee hereby accepts title to the above described property subject to the said Terms and Conditions as set forth below. Grantee acknowledges receipt of the property on an "as is" "where is" basis.

(Organization receiving property) (Address)

(City) (County) (State)

By: _____
(Signature of authorized official) (Title) (Date)

TRANSFER APPROVED:

By: _____
(State Director of Civil Defense) (Date)

TERMS AND CONDITIONS

1. By signature above, the Grantee certifies (a) that it is a civil defense organization designated pursuant to State law and (b) that the property transferred by this document is usable and necessary for civil defense; is required for its own use to fill an existing need, and is not being acquired for any other use or purpose or for use outside the State or for sale.

2. Terms and conditions applicable to property having a single item acquisition cost of \$2500 or more:

(a) With respect to property retransferred for civil defense purposes, the date of original donation shall be used for the purpose of computing the period of Federal restriction. Federal restriction expires after property has been used for civil defense purposes for a period of four years with the following exception:

(1) Motor vehicles (Group 23) for which a two year period of restriction shall apply.

During the period of restriction the Grantee shall not sell, trade, lease, lend, bail, encumber or otherwise dispose of such property or remove it for use outside the State without prior written approval of the State Civil Defense Director and the OCD Regional Director.

If, during the period of restriction, property is no longer suitable, usable, or further needed for the purpose for which acquired, the Grantee shall promptly notify the OCD Regional Director, through the State Department of Civil Defense, and shall, as directed by OCD or the State Agency, either retransfer the property to such department or agency of the United States of America or such other donee as may be designated or sell the property at public sale.

In the event any of the terms and conditions set forth in this section are breached, all right, title and interest in the property involved, at the option of the OCD Director, shall revert to the United States of America. In addition, where there has been an unauthorized disposal or improper use of any kind, the donee, at the option of the OCD Director, shall be liable.

3. Terms and conditions applicable to property having a single item acquisition cost of less than \$2500 or on which federal restrictions have expired.

(a) Property in this category shall continue to be used in a manner which does not jeopardize its availability for the civil defense purpose for which originally donated and shall not be sold, traded, or otherwise disposed of without the prior written approval of the State Director of Civil Defense.

THIS FORM MAY NOT BE USED FOR THE RETRANSFER OF AIRCRAFT.

INSTRUCTIONS FOR USE OF FORM

1. Prepare in duplicate with copies for the following distribution:
 - (a) One original to organization transferring property.
 - (b) One original to Grantee organization.
 - (c) One copy to State Civil Defense Director.
 - (d) Two copies to OCD Regional Director (through State Civil Defense Director).
 - (e) Copy to State Agency for Surplus Property.
2. A separate form must be prepared for each line item.

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON
P. O. BOX 519
OLYMPIA

SURPLUS PROPERTY INSPECTION DATA

Date of Inspection _____

1. Political subdivision or State Department _____

2. Item Description: _____

Serial and/or Motor Number: _____

Original Acquisition Cost: _____ Handling Charges: _____

Program: _____ Warehouse Issue
Sheet Number: _____ Date: _____

3. Location of Property: _____

Custodian: _____

4. Current Condition: _____

5. Use: _____

6. Is item properly marked with CD Insignia: yes _____ no _____

7. Is Training Log on item current: yes _____ no _____

8. Has item been changed: yes _____ no _____ How: _____

9. Comments: _____

Signature _____
Inspector

E. M. Llewellyn
Director of Civil Defense

Daniel J. Evans
Governor

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON
P. O. BOX 1519
OLYMPIA

June 20, 1966

STATE OF WASHINGTON
FILED
JUL 19 1966
CODE REVISER'S OFFICE
DOCKET # 628 FILE # 1

OPERATIONAL SERVICES MEMO NO. 66-9

(Effective until rescinded)

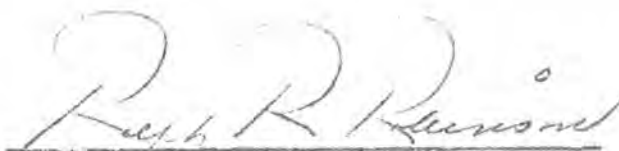
TO: COUNTY, METROPOLITAN AND SPECIAL AREA CIVIL DEFENSE DIRECTORS,
STATE AGENCIES

FROM: E. M. LLEWELLYN, Director
By: Dyer P. Downing, Communications Coordinator

SUBJ: REVISED ANNEX "L", COMMUNICATIONS

Attached are advance copies of the revised Annex L (Communications) to the Wash-
ington State Civil Defense Operation Plan.

This Annex has been approved by OCD, Region Eight.


Ralph R. Robinson
Deputy Director

Attachments

File Ref: Plans-7

Distribution: A-1a, A-3, A-7

COMMUNICATIONS

I. MISSION AND SITUATION:

A. MISSION:

Washington State Department of Civil Defense will organize, establish and maintain a communications capability necessary to meet the civil defense emergency requirements of the Washington State government by use of commercial telephone, teletype, amateur radio service and citizens radio service supplemented by landline and radio service of the Federal government and the private sector.

B. SITUATION:

The State of Washington is subject to war or natural-caused emergencies affecting the communications capabilities throughout large areas of the state, possibly causing the communications facilities of the state to be partially or totally disrupted.

II. ORGANIZATION:

See Organization Chart attached as Appendix 1.

III. EXECUTION:

A. CONCEPT OF OPERATIONS:

1. The Washington State Emergency Operations Center System consists of four (4) ECCs located at
 - Olympia - General Administration Building, State Capitol Campus
 - Crescent Beach (Port Angeles) - Fort Hayden
 - Chinook - Fort Columbia
 - Pullman - Washington State University, Compton Union Building
2. The Primary ECC is located in the General Administration Building, Olympia, but under certain circumstances the Governor may elect to establish an emergency headquarters at an alternate EOC located at Fort Hayden, Fort Columbia, or WSU. (Staffs will be provided at these alternate EOCs.)
3. Communications between the Governor and the counties and cities will be provided by detachments of the state communications organization assigned to each of the EOCs. The Central Communications Center is located at the State Civil Defense Office in Lacey. The communications link between the General Administration Building and the Central Communications Center will be provided by telephone and RACES radio (voice and teletype).
4. Primary communications between the Central Communications Center and the District EOCs will be provided by commercial telephones

backed by RACES radio (voice, teletype and CW). District EOCs will communicate with city and county governments by commercial telephone, Local Government Service (LGS) and RACES radio.

5. Should the Governor establish his seat of government at an alternate EOC, that communication center then becomes the control point for all state communications.
6. Communications between the state and the Federal government will be via commercial telephone, teletype and radio provided by the Office of Civil Defense.
7. State and district communication staffs will be members of the State Communication Organization and responsible to the State Civil Defense Director. County-City communication staffs will be members of the County-City Civil Defense Organization and will be responsible to the local governments.
8. Coordinating Instructions: Public Safety communications facilities will not be utilized for other than their established functions and in support of their primary missions as related to civil defense.

B. RESPONSIBILITIES:

1. State:

The State Civil Defense Communications Officer, together with the Communications Organization, subject to the approval of the Communications Coordinating Committee, will:

- a. Prepare and maintain current the Washington State Communications Plan, in compliance with Federal documents, directives and instructions.
- b. Execute the Plan or any part thereof when directed.
- c. Establish and maintain communication centers at state and district levels, including the necessary equipment and personnel to accomplish the assigned mission.
- d. Assist county, metropolitan and special area civil defense organizations with communication problems, organization, training, installation and procurement of necessary communication facilities.
- e. Provide detailed instructions to state, district and local political subdivision civil defense communication personnel and, as required, to the personnel of other state and Federal agencies for the purpose of:
 - (1) Enabling authorized personnel to file and transmit authentic information without delay;
 - (2) Preventing the transmission of non-essential, unauthorized, misleading, or harmful information.

- f. Maintain an updated inventory of communication facilities within the state.
- g. Coordinate the training and supervise the personnel of the Radio Amateur Civil Emergency Service (RACES) and Citizens Radio Service (CRS).
- h. Coordinate all communication systems within the state which may be utilized during an emergency.
- i. Enlist and coordinate the training of personnel required to staff the State Communication Centers.
- j. Maintain liaison with Federal Civil Defense, military, Civil Air Patrol (CAP), commercial and private communication systems, radio and television broadcast stations, manufacturers and others to insure that information is available covering all forms of communications which may be utilized by the state, and to resolve any problem arising from the use thereof.

2. Local:

To assure that the State Civil Defense Communications Organization can accomplish its assigned mission, it is necessary that county, metropolitan and special area communication organizations, under the local directors of civil defense:

- a. Prepare and maintain current county and local communication plans in accordance with state and Federal criteria.
- b. Install and maintain adequate communication facilities at local EOCs to support civil defense services, in accordance with this Annex.
- c. Enlist and register local personnel for the operation of communication facilities and provide necessary instruction and training.
- d. Maintain a current inventory of all communication systems and facilities within their jurisdiction.

IV. ADMINISTRATION AND LOGISTICS:

A. ADMINISTRATION:

- 1. All communications personnel will:
 - a. Register with the state or local civil defense organization to which they are assigned.
 - b. Carry a current civil defense identification card indicating their assignment.
 - c. Be subject to security and loyalty requirements as set forth in Section 15, RCW 38.52, as amended, and the FCC Rules and Regulations Part 97, Subpart F, paragraph 97.163 (i)(6).

2. Directives, regulations and orders including personnel assignments, duty rosters, etc., will be issued by proper authority at state, district and local communication centers as necessary to accomplish the objectives of this Annex.

B. LOGISTICS:

1. Necessary communications equipment to perform the "MISSION" will be provided through the use of existing equipment and the procurement of such additional communications equipment as deemed necessary by competent authority, as funds permit. Adequate replacement parts, test equipment, tools and material for the maintenance of communications equipment will be procured and stored in each communications center by the State Department of Civil Defense.
2. Requests for post-emergency replacement of equipment will be submitted to the state, or district, Director of Telecommunications, as appropriate, in accordance with Section XIII, Telecommunication Resources, Washington State Emergency Resource Management Plan.

V. CONTROL AND COMMUNICATIONS:

A. CONTROL:

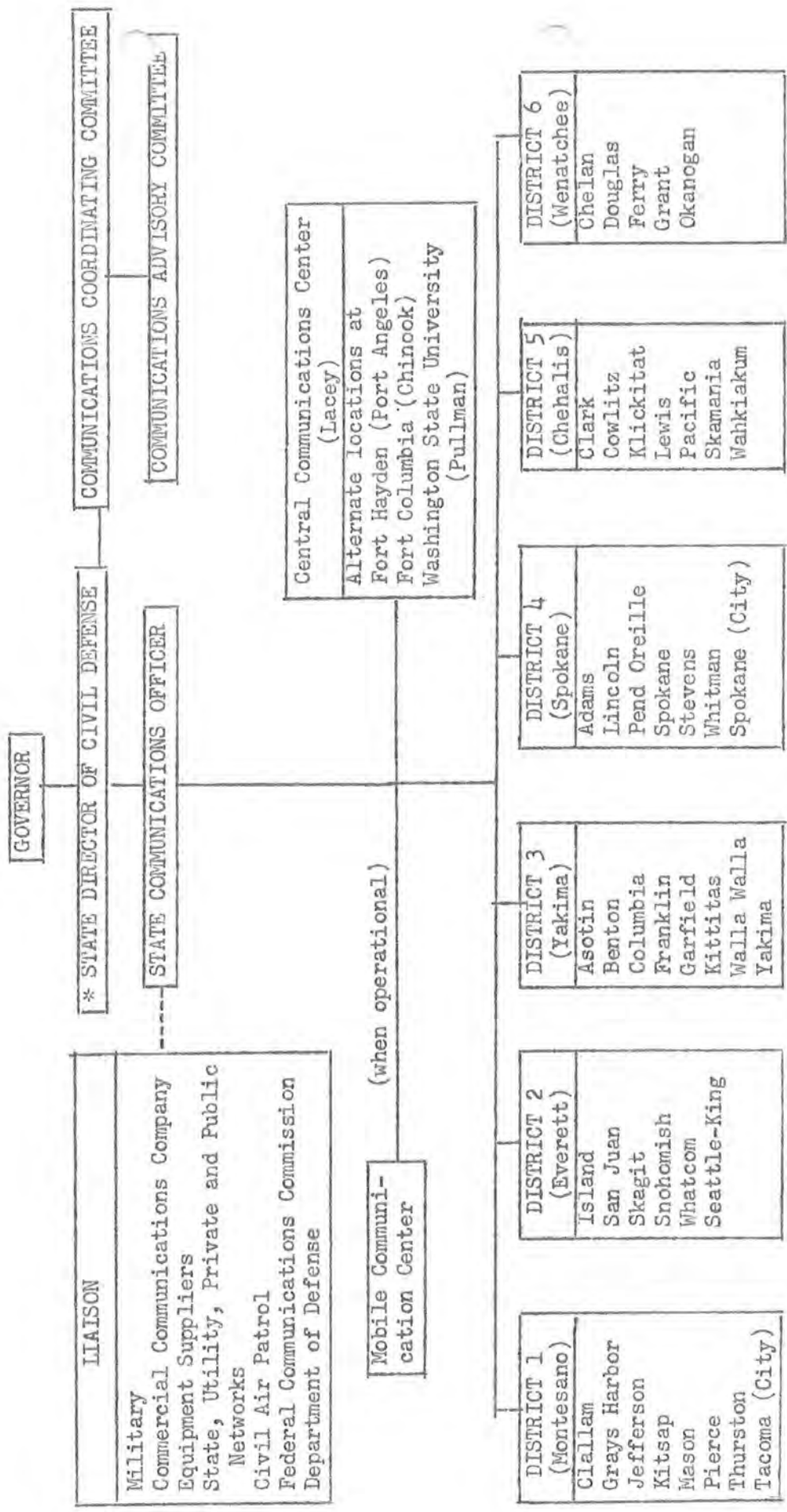
1. Complete operational control over the State Civil Defense Communications Organization and system shall be exercised by the Communications Officer located in the emergency operating center (state or district) occupied by the Governor, or his legal successor, and his staff.
2. The EOCs are located as follows (See Map attached as Appendix 2):
 - a. State:
 - (1) Olympia - General Administration Building, Capitol Campus
 - (2) Fort Hayden - Bunker 249, Crescent Beach
 - (3) Fort Columbia - Bunker 246, Chinook
 - (4) Pullman - Compton Union Building, Pullman
 - b. District:
 - (1) Montesano - Courthouse
 - (2) Everett - Courthouse Annex
 - (3) Yakima - Courthouse
 - (4) Spokane - City Hall
 - (5) Chehalis - Courthouse
 - (6) Wenatchee - Courthouse

- B. COMMUNICATIONS: The communication systems presently available are:
1. NACOM I (National Communications System One, landline - voice and teletype) (See Tab A, Appendix 3)
 2. NACOM II (National Communications System Two, radio - voice, teletype and code) (See Tab A, Appendix 4).
 3. NAWAS (National Warning System, landline - voice) (See Tab B, Appendix 3)
 4. LETS (Law Enforcement Teletype System, landline) (See Tab C, Appendix 3)
 5. Landline (Private line, leased line and regular telephone) (See Tab D, Appendix 3)
 6. Radio, Public Safety (Local Government, Police, Fire, Highway Maintenance, Forestry Conservation and Special Emergency) (See Tab B, Appendix 4)
 7. Radio, RACES (Radio Amateur Civil Emergency Service) (See Tab C, Appendix 4)
 8. Radio, Disaster Service (See Tab D, Appendix 4)
 9. Radio, CRS (Citizens Radio Service) (See Tab E, Appendix 4)
 10. EBS (Emergency Broadcast System) (See Tab F, Appendix 4)

Appendices:

- 1 - Communications Organization Chart
- 2 - EOC Locations (Map)
- 3 - Wire Services (Issued Separately)
 - Tab A - NACOM I
 - Tab B - NAWAS
 - Tab C - Law Enforcement Teletype System
 - Tab D - Landline
- 4 - Radio Services (Issued Separately)
 - Tab A - NACOM II
 - Tab B - Public Safety
 - Tab C - RACES
 - Tab D - Disaster Service
 - Tab E - Citizens Radio Service
 - Tab F - EBS
- 5 - Codes and Ciphers (Issued Separately)
- 6 - Increased Readiness SOP (Issued Separately)

WASHINGTON STATE CIVIL DEFENSE
COMMUNICATIONS ORGANIZATIONAL CHART



* Also Chairman of the Communications Coordinating Committee

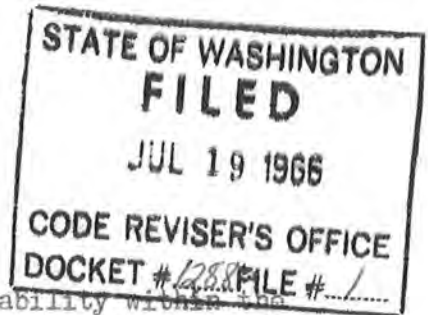
() Denotes locations of Communications Centers

NOTE: District Communications Center Staffs are detachments of the State Communications Organization

----- Direction
----- Coordination

ANNEX O

RADIOLOGICAL, CHEMICAL AND
BACTERIOLOGICAL DEFENSE



I. MISSION

- A. Radiological: To develop an organizational capability within the state to detect, measure, analyze, report and reduce radiation hazards from nuclear attack or accident; and, advise all persons involved of effective protective and/or remedial measures.
- B. Chemical-Bacteriological: To develop an organizational capability within the state to detect and reduce the effects of chemical and bacteriological agents.

II. ORGANIZATION AND RESPONSIBILITIES

A. Radiological

1. Federal

Region Eight, Office of Civil Defense, will serve as the regional point of coordination of information on nuclear detonations, radiological fallout and damage to survival supplies and services and emergency civil defense operations.

2. State

- a. The Department of Civil Defense shall have overall responsibility for planning, coordinating and administering the RADEF program within the state. The State Director of Civil Defense shall appoint a State Radiological Defense (RADEF) Officer who shall provide leadership and direction to the radiological defense efforts of the state and local governments. Essential elements of the program will include, but not be limited to:
- 1) A nuclear detonation sighting and reporting system.
 - 2) A radiation monitoring network.
 - 3) A radiation reporting system.
 - 4) A radiation analysis capability.
 - 5) Establishing inspection, calibration and maintenance services for monitoring instruments.
 - 6) Providing technical guidance and advice on RADEF operations including decontamination procedures.
 - 7) Providing for training of appropriate personnel.
- b. All state departments and agencies shall develop a monitoring capability to accomplish their respective postattack activities. In addition, the following state agencies are assigned specific RADEF activities as follows:

- 1) The Department of Highways:
 - a) Develop a nuclear detonation (NUDET) sighting and reporting capability.
 - b) Establish fixed monitoring stations at all district and division headquarters.
 - 2) Aeronautics Commission: Develop an aerial monitoring capability, utilizing state and privately owned aircraft.
 - 3) Washington State Patrol: Establish fixed monitoring stations at all district and division headquarters and assure that each mobile unit has a mobile monitoring capability.
 - 4) Department of Game: Establish fixed monitoring stations at designated locations and provide a mobile monitoring capability in conjunction with and in support of the Washington State Patrol.
 - 5) Department of Fisheries: Establish fixed monitoring stations at designated locations and provide a mobile monitoring capability in conjunction with and in support of the Washington State Patrol.
 - 6) Department of Natural Resources (Forestry): Establish fixed monitoring stations at all district and division headquarters and provide a mobile monitoring capability.
 - 7) Department of Health: Provide a monitoring capability to detect in order to reduce the radiological contamination of public water supplies.
 - 8) Department of Agriculture: Provide a monitoring capability to detect in order to reduce the radiological contamination of food.
3. County: Each county shall be responsible for:
- a. Providing a RADEF capability similar to that provided by the state.
 - b. Developing a nuclear detonation (NUDET) sighting and reporting capability.
 - c. Establish monitoring stations sufficient to meet the monitoring needs of the county. (See FCDG Part E, Chapter 5, Appendix 1 for guidance.) Of these stations a minimum of 4 and a maximum of 20 shall be designated as Primary Reporting Stations. Readings from Primary Reporting Stations shall be reported to District Headquarters in accordance with the Standing Operating Procedures for the Primary Monitoring Network.
 - d. Providing a monitoring capability within each public shelter.
 - e. Reporting radiation hazards as required.

B. Chemical - Bacteriological

1. Federal

- a. Region Eight, Office of Civil Defense, will serve as the regional point of coordination of information on chemical and bacteriological agents.
- b. U. S. Department of Agriculture and U. S. Public Health Service, supported by the Food and Drug Administration, shall have overall responsibility for prevention, control and eradication of chemical-bacteriological agents.

2. State

Department of Agriculture and Department of Health, supported by county and local health personnel, shall assist the Federal agencies in accordance with established procedures.

III. OPERATIONS

A. Radiological

1. Preattack Actions

All levels of government, including designated agencies, shall pursue programs to meet the requirements of paragraph II. A. above.

2. Attack Action

Upon receipt of an attack warning the following actions shall be taken:

- a. RADEF staff personnel in all levels of government shall report to their designated emergency operating center.
- b. Fixed monitoring stations shall be activated and all mobile and aerial monitoring teams shall be alerted in accordance with established procedures.
- c. Monitoring and reporting of radiation hazards shall be conducted in accordance with the Standing Operating Procedures for General Monitoring Operations and Primary Fixed Monitoring Network Reports (issued separately).
- d. Activate NUDET sighting stations and provide appropriate reports in accordance with the Standing Operating Procedures for NUDET Sighting and Reporting (issued separately).
- e. RADEF staff personnel in each EOC shall receive radiation reports as appropriate. They shall record, plot and evaluate this data and advise appropriate officials within the EOC. They shall also prepare advisory messages to other levels of government and to the public at required intervals.

3. Postattack Actions

All levels of government will prepare and execute decontamination procedures within their capability.

B. Chemical-Bacteriological

1. All levels of government shall pursue programs to meet the requirements of paragraph II. B. above.
2. All levels of government shall prepare and execute remedial procedures within their capability.

IV. DEFINITIONS

- A. NUDET Station. Designated location equipped with observation and azimuth markers (monuments) permanently set; landline and/or radio communications with the emergency operating center, engineer's transit and trained personnel.
- B. Primary Fixed Monitoring Stations. Designated physical location which should have a fallout protection factor of 100; will have landline and radio communications with the emergency operating center; and, will have at least two (2), preferably four (4), trained monitor personnel assigned.

STANDING OPERATING PROCEDURES

for

NUDET SIGHTING AND REPORTING

- I. PURPOSE: To establish Standing Operating Procedures (SOP) for sighting and reporting nuclear detonations (NUDETS).
- II. NUDET STATION REQUIREMENTS:
 - A. A known geodetic position (observation monument).
 - B. A known geodetic reference (azimuth monument) placed 300-600 feet from observation monument.
 - C. An engineer's transit.
 - D. Trained observers.
 - E. Landline and radio communications with an emergency operating center.
- III. PROCEDURES:
 - A. Sighting.
 1. Set transit over observation marker oriented with azimuth marker.
 2. Align transit with center of flash (fireball) or cloud stem when each nuclear detonation (NUDET) is observed, and record the azimuth right from true north.
 3. Record time of each observed detonation - the hour and minute in local time.
 4. Note flash time (fireball intensity) in seconds by counting audibly 1001, 1002, 1003 and so on, until fireball dims. Record flash time.
 5. Estimate whether detonation is surface, air or water burst.
 6. If flash time cannot be observed, wait 10-15 minutes; then sight the top of the cloud, and record the vertical angle from the horizon. Then sight diameter limits of the top of the cloud, and record the angle between them.
 - B. Reporting.
 1. State Department of Highways Stations.

Report NUDET information direct to State Emergency Operating Center (EOC) by radio or landline using format indicated below.
 2. County Engineer.

Report NUDET information to County Emergency Operating Center (EOC) by radio or landline for immediate transmittal to state EOC using format indicated below.

3. Reporting Format.

<u>Time of Burst</u>	<u>Station Location</u>	<u>Flash Time</u>	<u>Type of Burst</u>	<u>True Bearing</u>
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Example: 0942 Walla Walla 44 Surface 295

If flash time and/or type of burst cannot be determined, use word "unknown". Provide vertical and horizontal angles of top of cloud per following message example:

0942 Walla Walla Unknown Unknown 295

Vertical 045 Horizontal 065

STANDING OPERATING PROCEDURES

for

PRIMARY MONITORING NETWORK

I. PURPOSE: To establish uniform requirements and procedures for reporting radiological intelligence by the primary monitoring network.

II. REQUIREMENTS:

A. Definition: A primary monitoring station:

1. Should have a protection factor of 100.
2. Shall have at least two (2), preferably four (4), trained monitor personnel.
3. Shall have landline and radio communications with an emergency operating center.
4. Shall have operational instruments.

B. Locations:

1. County or Authorized Subdivision: Each county and authorized subdivision shall have a minimum of four (4) up to a maximum of twenty (20) primary reporting stations.
2. State Agency: Each agency assigned fixed monitoring activities shall have a station at each district and/or division headquarters.
3. Federal Agency: Each agency assigned fixed monitoring activities shall have a station at locations listed in the Federal Monitoring Station Directory FG-E-5.11.

III. PROCEDURES:

A. Reporting Schedule and Format:

1. Station: Each station defined above shall report information to the emergency operating center in the county where the station is located.
 - a. When unsheltered (outside) dose rate reaches or exceeds 0.5 r/hr, record time and reading, and report per following example:

Fallout	Walla Walla	0942
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- b. Hourly record and report dose rates and dose during first 24 hours, during a period of 24 hours, or when dose rates change rapidly, per following example:

DOSE RATE	DOSE	LOCATION	TIME
100	020	WALLA WALLA	1000

- c. Thereafter, record and report dose rates and dose twice daily at 0700 (7:00 a.m.) and 1900 (7:00 p.m.) local standard time (at 0800 and 2000 local daylight time), record and report dose rates and dose per following example:

DOSE RATE	DOSE	LOCATION	TIME
100	020	WALLA WALLA	1000

- d. Report if fallout is zero during first 24 hours.

2. County: Each county emergency operating center shall report to appropriate district emergency operating center readings from at least four (4) but not more than ten (10) stations which will give a representative (minimum-maximum) picture of radiation intensities, to include the fact that fallout is "zero".

- a. Fallout arrival summaries, per the following example:

Fallout	Walla Walla	0942
	Burbank	0926
	Eureka	0940
	Waitsburg	0950

- b. Dose rate and dose summaries shall be reported during first 24 hours, during a period of 24 hours, or when dose rates change rapidly for readings taken at 0100 (1:00 a.m.), 0700 (7:00 a.m.), 1300 (1:00 p.m.), and 1900 (7:00 p.m.), local standard time, per the following example:

RADEF summary as of 10/1300 PST.

DOSE RATE	DOSE	LOCATION
020	100	TENINO/THURSTON
045	350	OLYMPIA
000	000	YELM
125	1090	ROCHESTER

Note: If state is using daylight time use readings taken at 0200, 0800, 1400, and 2000.

- c. Dose rate and dose summaries shall be reported thereafter twice daily until further notice for readings taken at 0700 and 1900.
- d. Supplemental information shall be reported as requested.

B. Message Precedence:

1. URGENT during first 24 hours subsequent to attack.
2. PRIORITY for next 24 hours.
3. ROUTINE thereafter.

STANDING OPERATING PROCEDURES

for

GENERAL MONITORING OPERATIONS

I. PURPOSE: To establish Standing Operating Procedures (SOP) for monitoring functions in shelter, at fixed stations, and mobile support to provide necessary intelligence of radiation hazards.

II. PROCEDURES:

A. Pre-emergency, all assigned monitors shall:

1. Perform an operational check on all survey meters and rezero all dosimeters each month.
2. Record results on the Inspection, Maintenance and Calibration Log.
3. Initiate action for the repair or replacement of inoperable instruments according to published procedures.
4. Make instruments available for calibration and battery replacement annually, or sooner if necessary, according to published procedures.
5. Participate in refresher training exercises and tests as required.
6. Obtain copies of a sketch of assigned shelter and adjacent areas for use during shelter occupancy.
7. Plan a location in the shelter to serve as center of monitoring operations.

B. Attack, or Attack Warning

1. Shelter Monitors shall:

- a. Report to assigned shelter.
- b. Perform operation check on all survey meters.
- c. Charge dosimeters.
- d. Position dosimeters at predesignated locations in the shelter.
- e. Close doors, windows, or other openings during fallout deposition.
- f. Advise shelter manager of operational readiness.
- g. Begin outside surface monitoring to determine time and arrival of fallout.
- h. Monitor all personnel entering shelter after fallout starts to determine decontamination needs. (Note: Use procedures outlined on pages 18-19 of the "Handbook for Radiological Monitors" issued in each instrument kit and to each monitor.)

- i. Monitor all food, water, and equipment brought to shelter after fallout arrival to determine decontamination needs.
- j. Monitor dose rates at selected shelter locations and record on prepared sketches. Show time of readings.
- k. Furnish sketches to shelter manager and recommend one of the following:
 - 1) Occupy only those areas with dose rates below 2 r/hr.
 - 2) If dose rates are not uniform and above 2 r/hr, occupy areas with lowest dose rates.
 - 3) Rotate shelterees to distribute exposure evenly, if there is insufficient space to locate all in better protected area. Give consideration for best available protection to pregnant women, children under 18 years, and personnel assigned early emergency operations.
 - 4) Movement and/or release of shelterees from shelter.
- l. Repeat procedures in paragraphs j. and k. at least twice daily, at 0700 (7:00 a.m.) and 1900 (7:00 p.m.) local standard time; at 0800 and 2000 local daylight time. If dose rate changes rapidly, repeat at least every six (6) hours.
- m. Inform shelter manager to advise emergency operating center and request guidance if:
 - 1) Dose rate reaches or exceeds 10 r/hr.
 - 2) Total dose is 75r within any two-day period.
- n. Issue each shelter occupant a Radiation Exposure Record.
- o. Provide monitoring services to support recovery operations.
- p. Provide dose and dose rate readings to emergency operating center as requested.

2. Fixed Station Monitors shall:

- a. Perform similar activities as outlined in 1. above.
- b. Measure, record, and report unsheltered dose rates and dose to emergency operating center via landline or radio.
- c. When unsheltered dose rate reaches or exceeds 0.5 r/hr, record time and reading, and report per following example:

Fallout	Walla Walla	0942
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- d. Thereafter, record and report dose rates and dose as scheduled, per following example:

DOSE RATE	DOSE	LOCATION	TIME
100	020	WALLA WALLA	1000

Note: Dose rate and dose readings will be reported as a three (3) digit number. For readings less than 100, the first digit will be zero; a reading of 75 will be reported as 075. For readings less than 10, the first and second digits will be zero; a reading of 9 will be reported as 009.

e. Provide supplemental information as required.

3. Mobile Monitors shall:

a. Provide monitoring activity for recovery operations in support of primary service responsibility.

b. Obtain from the emergency operating center, prior to a directed mission, the following:

1) Time when service may leave shelter to perform mission.

2) Allowable dose from time of departure to return.

3) Dose rate anticipated enroute to or in the area of the mission.

c. Advise mission supervisor on radiological protective measures and when personnel should depart area to avoid exceeding planned dose.

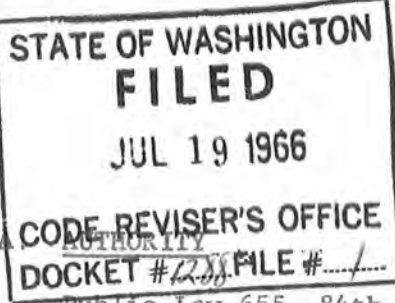
d. Monitor in support of decontamination operations and determine effectiveness.

e. Monitor and direct decontamination of personnel and equipment as necessary, and assure effectiveness.

C. Post Attack, all assigned monitors shall provide monitoring activity in support of recovery operations.

STATE OF WASHINGTON

SURPLUS PROPERTY MANUAL



SECTION 1

GENERAL

Public Law 655, 84th Congress, amended the Federal Property and Administrative Act by adding civil defense to the programs eligible to receive donable surplus personal property.

The following state regulations supplement or amplify OCD regulations as outlined in Federal Civil Defense Guide, Part F, Chapter 5, Appendix 3. Participants in the program should thoroughly familiarize themselves with both federal and state regulations to insure compliance.

B. SURPLUS PROPERTY AGENCY

The state agency responsible for distribution of surplus property in the State of Washington is the Surplus Property Section, Division of Purchasing, State Department of General Administration. Two surplus property warehouses are maintained - one at 4140 E. Marginal Way, Seattle, and one at Warehouse #13, Industrial Park, Spokane.

C. DONABLE PROPERTY

Property eligible for donation to civil defense organizations in the State of Washington will be that property determined to be surplus by General Services Administration and available to the State Surplus Property Agency, and which has been certified as useable and needed for civil defense by DOD, OCD, or otherwise approved by them. (See Annexes 2 and 3, Part F, Chapter 5, Appendix 3, Federal Civil Defense Guide).

D. RESPONSIBILITY OF LOCAL CD DIRECTOR

The County (Metropolitan Area) Civil Defense Director is responsible for seeing that all surplus property received in his county (city) is used and cared for in accordance with all federal and state regulations and restrictions relating to its receipt. These will include but not be limited to:

1. Insuring that property received is afforded care, maintenance and protection equal to that given other public-owned property.
2. Insuring that property is acquired for the sole purpose of directly fulfilling an existing civil defense need and that use of the property does not jeopardize its availability for the civil defense purpose for which it was secured.
3. Marking property with civil defense insigne by decal, stenciling or other appropriate means.
4. Maintaining records including inventory cards, use records, custody receipts, etc.

E. RESPONSIBILITY OF STATE CD DIRECTOR

The State Director of Civil Defense is responsible for the following activities:

1. Certifying the names of eligible donees to the State Surplus Property Agent.
2. Submitting periodic want lists to the State Surplus Property Agent.
3. Making equitable distribution of surplus property allocated for civil defense purposes.
4. Maintaining a complete record of all donations to civil defense donees in the state.
5. Providing OCD with a copy of all Warehouse Issue Sheets on a Weekly basis.

6. Insure that civil defense equipment donated to civil defense organizations is maintained and used in a proper manner.
7. Making periodic inspections of surplus property activity at the local level at least annually, furnishing the local director with a copy of the findings. (Attachment I).
8. Taking action on requests from local civil defense directors for disposal of property and for approval of non-listed items, and making necessary clearances with the Regional OCD Office.

F. RESPONSIBILITY OF STATE SURPLUS PROPERTY AGENT

The Surplus Property Agent is responsible for the following activities:

1. Furnishing the State Civil Defense Director with allocations of property appearing on civil defense want lists.
2. Furnishing the State Department of Civil Defense with three copies of all Warehouse Issue Sheets issued to civil defense donees.
3. Cooperating in all matters relating to the best civil defense utilization of surplus property as it becomes available.

G. TERMS AND CONDITIONS APPLICABLE TO DONATED PROPERTY

1. Property having a single item acquisition cost of \$2500 or more:
 - (a) With respect to property donated for civil defense purposes, the date of original donation shall be used for the purpose of computing the period of Federal restriction. Federal restriction expires after property has been used for civil defense purposes for a period of four years with the following exceptions:
 - (1) Motor vehicles (Group 23) for which a two year period of restriction shall apply.
 - (2) Aircraft (Group 15) for which the period specified in the

Aircraft shall apply.

- (b) During the period of restriction the Grantee shall not sell, trade, lease, lend, bail, encumber or otherwise dispose of such property or remove it for use outside the State without prior written approval of the State Director of Civil Defense and the OCD Regional Director.
 - (c) If, during the period of restriction, property is no longer suitable, usable, or further needed for the purpose for which acquired, the Grantee shall promptly notify the OCD Regional Director, through the State Department of Civil Defense, and shall, as directed by OCD or the State Agency either retransfer the property to another eligible department or agency, or such other donee as may be designated, or take other action as directed.
 - (d) In the event any of the terms and conditions set forth in this section are breached, all right, title and interest in the property involved, at the option of the OCD Director, shall revert to the United States of America. In addition, where there has been unauthorized disposal or improper use of any kind, the donee, at the option of the OCD Director, shall be liable to the United States for all damages.
2. Property having a single item acquisition cost of less than \$2500, or on which federal restrictions have expired:
- (a) Property in this category shall continue to be available for the civil defense purpose for which it was originally donated and shall not be sold, traded or otherwise disposed of without

the prior written approval of the State Director of Civil
Defense.

ELIGIBILITYA. ORIGINAL ELIGIBILITY

Any legally established civil defense organization is eligible to receive surplus property if an approved program paper for the current fiscal year is on file with the State Civil Defense and OCD Regional Offices. In the counties or metropolitan areas, a legally established civil defense organization is one which has been established by local ordinance or resolution and which has an operations plan approved by the State Director of Civil Defense.

For the purposes of administration of civil defense programs, "counties" refers to all counties in the State of Washington with the exception of King County. "Metropolitan areas" refers to the City of Spokane, City of Tacoma, and Seattle-King County.

The State Department of Civil Defense and its component agencies are eligible donees.

B. CONTINUING ELIGIBILITY

Continuing eligibility to participate in the surplus property program will be contingent on whether or not the county (metropolitan area) meets the following criteria:

1. Submits annual fiscal year program papers and acceptable quarterly progress reports thereon.
2. Provides periodic want lists as requested by the State Department of Civil Defense.
3. Maintains and uses equipment in accordance with federal and state regulations.
4. Keeps accounts paid with the Surplus Property Revolving Fund.

C. ELIGIBILITY OF CIVIL AIR PATROL

Procedures under which the CAP may acquire surplus property under the authority of Public Law 368, 83rd Congress, and surplus property as an activity of special interest to the Department of Defense under Public Law 152, 81st Congress, are set forth in CAP Regulations 65-I dated May 1, 1957. Unit requests for property should be addressed to the Civil Air Patrol Wing Liaison Office.

Both of the above-referenced Civil Air Patrol programs have priority over the civil defense donation program and CAP units should be encouraged to obtain property through established CAP channels rather than through civil defense.

D. ELIGIBILITY OF EMERGENCY BROADCAST STATIONS FOR GENERATORS

Whether an EBS station is eligible to receive a generator is dependent on whether the generator is installed for the benefit of the station or civil defense. This is a local determination based on local planning for the emergency use of station facilities. If the installation is in an area where frequent and prolonged power outages occur, then auxiliary power would seem to be needed primarily for the benefit of the station.

EBS stations may not obtain title to surplus generators. The civil defense organization obtaining the equipment must retain title to it and responsible civil defense officials periodically check the generator to verify that it is in good operating condition and not being placed in unauthorized use.

The State or local civil defense director acquiring the generator shall obtain a receipt for possession from a duly authorized representative of the EBS station. No commitments may be made as to giving title at a later date.

The receipt for possession or memorandum receipt must include a statement by the duly authorized representative of the EBS to the effect that the conditions which governed the donation of the property are understood and that they apply while the equipment is located at the station.

E. NOTIFYING STATE SURPLUS PROPERTY AGENT OF ELIGIBLE DONEES

On August 1st of each year and not less than quarterly thereafter the State Department of Civil Defense will provide the Surplus Property Agent with a list of those civil defense directors and organizations who are eligible to participate in the program by reason of having met all requirements of eligibility.

SECTION III

PROCEDURES FOR PARTICIPATION IN PROGRAM

A. RESOLUTION APPOINTING AUTHORIZED REPRESENTATIVE

Each eligible donee must submit to the State Department of Civil Defense two copies of the county (metropolitan area) resolution designating the County (Metropolitan) Civil Defense Director as the authorized representative to act on behalf of the county (city) in receiving and handling surplus property for civil defense. The resolution will be completed in accordance with the resolution form prescribed by the State Surplus Property Section. (Attachment A).

The State Department of Civil Defense will transmit one copy of this resolution to the State Surplus Property Agent.

A new resolution will be submitted each time there is a change of personnel in the civil defense director's position.

B. IDENTIFICATION CARDS

Upon receipt of the resolution naming the county's (metropolitan area) civil defense director as the authorized representative, the State Surplus Property Section will issue an identification card to the director which permits shopping at the surplus property warehouses. The civil defense director may then submit the names of additional civil defense personnel he wishes given such identification cards. Since he is held responsible for all surplus property coming into the county (metropolitan area), it is recommended that additional identification cards be held to a minimum and be limited to county (metropolitan) civil defense staff who have authority to obligate local public funds.

Names are submitted on SASP Form No. 25 (attachment B). Two copies shall be forwarded to the State Department of Civil Defense. All cards issued by the Surplus Property Agent shall be forwarded to the State Director of Civil Defense who, in turn, will forward them to the local civil defense director.

Civil defense directors should instruct card holders in the proper use of the cards and insure that they keep him advised of any acquisitions made.

When a card holder is no longer associated with civil defense, or if he has abused use of the card, the county or metropolitan civil defense director is responsible for picking up the card and returning it to State Civil Defense for cancellation action. Identification cards are not transferrable.

C. WANT LISTS

1. Basic Annual Lists

Annually, usually in May or June, program participants will be provided forms for submitting a new basic want list for the current fiscal year. This permits a reevaluation of needs in terms of the program paper and avoids allocation of items no longer desired by the political subdivisions. The want list submitted should be a composite of all needs within the county, metropolitan area or state agency. All applications from political subdivisions must come to the state through the county or metropolitan area civil defense director.

Description of items wanted should show sufficient detail to enable the Surplus Property Section to provide materials which will be acceptable. However, of necessity, descriptions must also be of a general nature. Exact model numbers cannot be shown, for example.

Submission of want lists will be considered with the notification that local funds are available to pay the costs of handling any items which become available, and for the proper warehousing and maintenance of the items secured.

Want list items approved by the State Department of Civil Defense will be assembled in a composite statewide want list and forwarded to the State Surplus Property Section. The local copies received will be filed in the State Civil Defense Office by county within each group classification.

Want lists from counties (metropolitan areas) will not be accepted by the Surplus Property Agent except through the State Civil Defense Office.

2. Additions to Basic Want Lists

After submission of the basic annual want list, any additions desired to the want list during the year will be made by submitting one copy of application form, WCD-19, to the State Department of Civil Defense. (See Attachment C). These will be consolidated monthly and furnished to the Surplus Property Agent.

D. ALLOCATION OF ITEMS ON WANT LIST

Upon notification by the Surplus Property Agent that quantities of any items on the statewide want list are available, the State Department of Civil Defense will determine allocation of the available property on the basis of the usability thereof and need therefor with the following factors being considered:

1. Usability and need of property as reflected by requests
2. Counties or metropolitan areas in greatest need of the type of property to be allocated

3. Extraordinary needs occasioned by disasters
4. Equity in allocations based on population percentages
5. The quantity of property of the type under consideration which has already been allocated, received or which is potentially available
6. Ability or performance in meeting current transportation requirements

Eligible civil defense directors will then be notified of the property's availability and asked to accept or reject it immediately. If accepted, they will furnish shipping instructions or arrange for pick up of the property with locally owned trucks.

It is necessary that action on allocations to civil defense be expedited if civil defense is to take full advantage of items as they become available. Replies to allocation notices should be by return mail wherever possible indicating whether accepted or rejected, and shipment instructions if applicable.

Allocation notices carry a code as to condition of the property. The codes are:

N - Unused	1 - Excellent
O - Used - Useable without repair	2 - Good
E - Used - Reconditioned	3 - Fair
R - Used - Repairs required	4 - Poor

Since the codes are assigned at the various originating disposal points, they may vary. Wherever possible, it is recommended that property be inspected prior to acceptance since it is donated on an "as is" "where is" basis.

Most property allocated is located at the Seattle or Spokane warehouses. Occasionally, however, property is allocated on the basis of pick-up at the federal installation where it has been declared excess. In these

instances, a specific time is usually indicated the pick up in order that a Surplus Property official can be there to handle the issue. Prior inspection of these items is not possible without prior arrangements with Surplus Property, through this office.

E. ORDERING THROUGH PERIODIC CIRCULARS FROM STATE SURPLUS PROPERTY

Certain items of property, received in sufficient quantities by the State Surplus Property Section, are listed in a periodic catalogue and sent to all eligible donees within the state. This circular will be sent to all eligible civil defense organizations and to State Civil Defense. Items listed in the circular may be ordered directly from the surplus property warehouses and no additional authorization will be needed from State Civil Defense except on an order having a service and handling value exceeding \$25.00.

All orders must go through the local civil defense director.

F. STATE CIVIL DEFENSE "FLYERS"

Occasionally allocations are received which are in excess of items on the current want lists. These will be advertised on State Civil Defense "flyers" on green colored paper. Mailings to Eastern Washington will be sent one day ahead of mailings to Western Washington. Allocations will be on the basis of "first-come-first-serve." It is recommended that orders from these notices be placed by telephone.

G. VISITING AND PROCURING PROPERTY DIRECTLY AT SURPLUS PROPERTY WAREHOUSES

Upon presentation of an identification card and signing a Warehouse Issue Sheet, authorized representatives of civil defense organizations may procure items in the "shopping" area of the surplus property warehouses. No additional authorization by the State Civil Defense Director is

necessary for s issuances unless the total am t of the acquisition exceeds \$25.00 in handling and service charge.

When a card holder calls at the surplus property warehouse and acquires items for three or four county or city departments, property procurement must be made on the basis of a separate warehouse issue sheet for each individual department, fire district, etc. This eliminates problems in accounting both from the standpoint of division of costs and inventory records.

Persons calling at the warehouses to acquire or pick up property, who are not identification card holders, must have a letter of authorization from the local civil defense director.

H. ITEMS FOR CANNIBALIZATION

Donees should insure that any item secured for cannibalization is so identified on the warehouse issue sheet so that it will not appear in inventory accounting.

I. ACQUIRING UNLISTED ITEMS

To secure approval for unlisted items, (items marked NO in Annexes 2 and 3, Part F, Chapter 5, Appendix 3, Federal Civil Defense Guide), the county or metropolitan civil defense director must submit six copies of Form 376 to the State Department of Civil Defense. (See Attachment D for sample of form). The forms should be supplemented with a narrative justification indicating how the item being requested will assist in carrying out a function outlined in the local civil defense operations plan.

The State Department of Civil Defense will consider the request. If approved, it will be forwarded to the Regional OCD Office for action. If disapproved by the State, the request will be returned to the originator

with reasons for disapproval or with a request for additional information.

If OCD approval is obtained, both the State Civil Defense Office and the State Surplus Property Agency will receive a copy of the approval. The local political subdivision is notified by the State Department of Civil Defense. As soon as the particular type of property becomes available, the Surplus Property Agency makes an allocation in the usual manner.

J. ATTEMPTING TO SECURE ITEMS RUMORED AVAILABLE AT MILITARY INSTALLATIONS

Civil defense agencies frequently request the State Department of Civil Defense to assist them in securing items which they have heard were being declared excess at a local military installation. This method of trying to acquire property is not proper and is usually fruitless for many reasons:

1. The property, if declared excess, first becomes available to other federal agencies.
2. If not requested by a federal agency, it may be allocated by DHEW to another State Surplus Property Agency in the United States.
3. If it does become available to the State Surplus Property Section, it may be allocated to an eligible donee agency other than civil defense.
4. If allocated to Civil Defense, it may be allocated by State Civil Defense to other than the original inquirer because of a long standing want list for the item.

The State Surplus Property Agency has agents in the field at all times screening property becoming surplus and also receives all GSA circulars relating to such property. The best assurance for a political subdivision receiving property is to have needed items listed on their want list.

SECTION IV

FISCAL AND ACCOUNTING

A. COSTS

All costs of acquiring, transporting, warehousing and maintaining surplus property will be the responsibility of the county (metropolitan area) organization making application. Charges for the property, to cover handling and freight costs, vary between $\frac{1}{2}$ of 1% and 10% of the acquisition cost depending upon the condition of the property.

B. BILLINGS AND PAYMENT

Billings for acquired surplus property will be made by the State Surplus Property Division direct to the county (metropolitan area) civil defense organization. The civil defense directors of these organizations will be responsible for effecting payment of the billings. Payment must be made by proper county or city warrant. Warrants forwarded to the State Surplus Property Division must be sent with the Remittance Sheet Form received with the billing in order to insure proper credit. Prompt payment of billings is essential. Delinquent accounts are sufficient justification for suspending of eligibility by the State Surplus Property Division.

Costs of transportation will be handled direct by counties (metropolitan areas) either by furnishing county-owned equipment for picking up property at the warehouse or by shipping charges collect by public carrier.

C. LOCAL VOUCHERS

To assist surplus Property in their vouchering to civil defense organizations, the Auditor of the Surplus Property Revolving Fund should be furnished with a supply of the proper local voucher forms for billing purposes.

Billings from it plus Property, with completed voucher forms attached, will then be routed to the County (Metropolitan) Director for handling.

D. COMPENSATING (USE) TAX

The Compensating (Used) Tax is imposed by the Revenue Act of the State of Washington upon the use of tangible personal property acquired or otherwise acquired under conditions whereby the Washington Retail Sales Tax has not been paid by the present user. The tax is specifically imposed upon the use of property acquired by gift or bailment if no tax has been paid by the donor or bailor. No exemption from tax is allowed to instrumentalities of the State of Washington, counties or cities, nor to religious, charitable, benevolent or nonprofit institutions or organizations. The rate of tax is 4% and the measure of the tax is the value of the article used. For surplus property this is the amount paid for service and handling charges.

Political subdivisions are subject to Compensating Tax on the use of Federal Surplus Property which has been donated to them through the Surplus Property Division of the State Department of General Administration. Compensating Tax payments are made to the Tax Commission (not to the Surplus Property Division).

Recipients of Federal Surplus Property are required to pay only the administrative costs (approximately $\frac{1}{2}$ of 1% to 10% of acquisition cost), plus freight, in consideration for the property received. The Tax Commission has agreed to accept the total of these amounts as the best measure of value for purposes of computing Compensating Tax liability.

Compensating tax is reported on Form 2400, Compensating Tax Return, available from any Tax Commission District Office, or by writing directly to the Tax Commission, Olympia, Washington. Fill out the form showing the

value of Federal Surplus Property used as the total of your costs, including freight, and compute the tax due by multiplying the value by the 4% rate.

On motor vehicles, it will be necessary to obtain a Tax Waiver from one of the District Offices of the Tax Commission to Avoid being required to pay Compensating Tax on the full market value at the time of obtaining a license from the County Auditor. Form 2400 should be filed for each month in which a tax liability is incurred. All returns should be filed with the Tax Commission. Do not send any tax payments to the Surplus Property Division.

The foregoing ruling became effective April 1, 1959. Political subdivisions were not required to pay Compensating Tax on Federal Surplus Property acquired under the surplus property program and put to use prior to April 1.

E. INVENTORY CARDS

All county and metropolitan area civil defense directors shall maintain an inventory file of items obtained through the surplus property program. This will cover all items other than small tools and expendable items. This does not mean, however, that civil defense directors are relieved of responsibility for accounting for the smaller items and cards may be kept if desired.

To insure uniformity throughout the state, cards will be furnished by the State Department of Civil Defense. (See Appendix E for sample card).

Items considered expendable will be those used in maintenance of civil defense equipment (nuts, bolts, paint, screws, etc.); paper and other office supplies; or items expended in training classes.

SECTION V

TITLE TO SURPLUS PROPERTY

A. ORIGINAL TITLE HOLDER

All warehouse issue sheets are issued in the name of the eligible donee-- county or metropolitan civil defense organization or the State Department of Civil Defense. Title to all surplus property shall pass directly to the state or local civil defense organization at the time of acquisition except on items having an acquisition cost in excess of \$2500. On these items, title shall be vested with the State Department of Civil Defense except in the case of vehicle registrations where the State Department of Civil Defense will appear as lien holder.

B. TRANSFERS OF TITLE

Restrictive periods set up by Federal regulations will pertain to all property having an acquisition cost in excess of \$2500. At the end of these periods, county (metropolitan area) civil defense organizations will be transferred title.

Title to property may never be passed below the county or metropolitan civil defense organization. It may be assigned on custody receipt to components of that organization.

Ownership of title to surplus property does not relieve the county or metropolitan area of responsibility for insuring that the property is used properly, nor can property be disposed of without the prior written approval of the State Office.

CIVIL DEFENSE USE OF SURPLUS PROPERTYA. GENERAL

Surplus Property is donated for civil defense purposes to improve the capacity of the state and its political subdivisions to meet civil defense emergencies, and civil defense directors must insure that utilization practices within the county or metropolitan area does not jeopardize availability of the property for this civil defense purpose.

Surplus property is intended to supplement rather than take the place of normal equipment needed by a community and the local director should consider this factor, along with use of common prudent judgment, in approving programs for use of surplus property items.

B. GUIDE ON SPECIFIC USES1. Aircraft

Emergency use of donated aircraft is protecting the public safety, including all disaster relief operations, should provide training for and testing of civil defense readiness and is, accordingly, considered appropriate. The transportation of officials on civil defense business, the training of observers, use in test exercises, and periodic testing necessary to keep the aircraft in operation are all considered to be appropriate. Any arrangement whereby an individual or firm were to improperly benefit from the use of a donated aircraft is, of course, not authorized, nor can the donee organization lease the aircraft for hire.

2. Firefighting, Police and Rescue Equipment

Where civil defense auxiliaries man or help man donated equipment in these categories, use of the equipment in on-the-job training programs is proper. Use of equipment for normal day-to-day needs where auxiliaries are not being trained might be questionable and should be referred to the State Department of Civil Defense for decision as to proper action.

3. Tractors, Construction and Highway Equipment

These items fall in Federal Supply Classifications 24 and 38, both of which require special OGD approval for donation. Use of the equipment should be restricted to the purposes for which it was originally justified.

4. Communications Equipment

In general, communications equipment must be installed and operational if it is to function satisfactorily in an emergency. Daily use of such equipment is acceptable provided that it is not removed from its point of civil defense use and that the use does not interfere with its ready availability and operational capacity in an emergency.

5. Clothing and Personal Equipment

Care should be exercised that such property is adequately controlled, not used as a means of personal reward, and that it is fully respected as civil defense organizational property. Areas having sufficient funds might wish to utilize items in this category for shelter stocking.

6. Vehicles

Nearly all political jurisdictions have restrictions upon personal use of publicly owned vehicles. The same conditions should apply to the use of donated surplus vehicles.

C. USE IN NATURAL DISASTERS

Surplus property may, without regard to acquisition cost, be utilized as necessary to alleviate suffering and damage directly resulting from flood, fire, earthquake, storm or other natural disasters occurring in the State of Washington.

DISPOSITION, TRANSFER, MODIFICATION OR
CANNIBALIZATION OF SURPLUS PROPERTY

A. GENERAL

Basic federal regulations covering transfer or disposition of surplus property are contained in Section 222.6(d), Annex 1, Part F, Chapter 5, Appendix 3 of the Federal Civil Defense Guide. At the state level these regulations are implemented as outlined in succeeding paragraphs of this Section.

Any funds, realized from disposition of surplus property, whether by sale or transfer, shall be used for civil defense purposes. Such receipts shall be reported to the State Department of Civil Defense within 30 days of the transaction.

B. DISPOSITION OF PROPERTY SUBJECT TO FEDERAL RESTRICTION

Request for authority for disposition will be made on OCD Form 184 by submitting five copies of the form to the State Department of Civil Defense, together with such other written narrative justification as is necessary. (See Attachment F for sample OCD Form 184).

If the disposition request appears justifiable and there is no known civil defense need for the property elsewhere in the state, the state office will forward the request to the Regional OCD Office for their consideration. Final action will be in accordance with their recommendations.

C. DISPOSITION OF PROPERTY NOT UNDER FEDERAL RESTRICTION

Authority for disposition will be requested by the donee by submitting four copies of OCD Form 184 together with narrative justification for the disposal. The State Department of Civil Defense will determine if a need exists elsewhere in the state for the property. If not, authority for disposal will be given with all other criteria relating to disposition remaining the same as for property under federal restriction. An informational copy of the Form 184 will be provided OCD for their records.

D. TRANSFER BETWEEN POLITICAL SUBDIVISIONS

Wherever possible, the State Department of Civil Defense will attempt to arrange a transfer of property between local civil defense agencies rather than approve disposal to outside sources. Whenever a transfer is arranged, the State Department of Civil Defense will prepare six copies of the retransfer document (see Attachment H) together with Transfer of Title (Attachment G) and send to the political subdivisions for signature. Upon completion, copies of the retransfer document are furnished to the two political subdivisions involved, to OCD and to the Surplus Property Agency. The amount of funds exchanged in such a transfer is determined between the two subdivisions involved.

E. DISPOSITION OF PROPERTY DONATED FROM SURPLUS PROPERTY BUT REHABILITATED WITH CONTRIBUTIONS MONEY

In order to prevent routine disposal of surplus property items for which Federal contributions were made under Sections 2.4 and 2.5 of the Former AM 25-1 Manual, the following actions are required. All Forms OCD 184 should contain a statement, in Section III, which indicates whether matching funds were granted for the transportation or rehabilitation of the items involved. If so, the project application number and the amount

of the Federal are must be shown.

Surplus property which has been rehabilitated or transported with the aid of matching funds is subject to the Federal restrictions imposed in both Appendix 1 and 3, Part F, Chapter 5, of the Federal Civil Defense Guide. Upon the expiration of the time limitations imposed under the restrictions contained in Appendix 3 above, the property is still restricted by the requirements of Appendix 1. It is recommended that a separate file be established for any property within your county (city) which is so restricted to insure that improper disposal is not made.

F. CANNIBALIZATION OF SURPLUS PROPERTY

Where property has been acquired without notation of cannibalization on the warehouse issue sheet, or where the property has outworn its usefulness following donation, it is necessary to request approval for such action in the same manner as for other disposition outlined in paragraphs C and D of this section.

G. MODIFICATION OF EQUIPMENT

Requests for modification of equipment shall be submitted in letter form in duplicate to the State Director of Civil Defense and shall include but not be limited to the following points:

1. Complete identification of the item involved including description, warehouse issue sheet reference and donation date.
2. Detailed description of the modification requested.
3. Justification for the modification including how it will increase civil defense utilization of the property.
4. Estimated value of the modified property.
5. Plans for disposal of any unused parts.

R E S O L U T I O N

BE IT RESOLVED THAT _____

_____, the duly authorized governing body of _____

_____, having taken the matter into full consideration and having determined by the required vote, as stated in the minutes, does hereby designate _____

_____, the representative of the aforementioned institution. The said representative is hereby authorized to bind the institution to the particular terms and conditions of transfer which are or may be imposed by the execution of the Form HEW 135 or the state agency warehouse issue sheet. The said representative is moreover empowered to delegate the authority imposed upon him to such people as he considers reasonably necessary to accomplish these purposes. He is herewith instructed to confer upon those people designated by him such authority as is necessary and to see that they are properly identified by card or letter.

I, _____, hereby certify that I am the custodian of the official records of the _____
(Legal name of governing board or applicant);

that the foregoing resolution is a true and correct copy of a resolution adopted by a majority of the members thereof present at a meeting of said board regularly called on the _____ day of _____, 19____ at which a quorum was present, and that _____
(Name of representative)

is duly appointed and acting _____
(Title of representative)

of said organization.

Dated this _____ day of _____, 19____

(Seal) _____

STATE OF WASHINGTON
Surplus Property Section
4140 East Marginal Way
Seattle 4, Washington

DATE _____

TO: Manager, Surplus Property Section

FROM: Institution _____

Address _____

City _____ Phone _____

SUBJECT: DELEGATION OF AUTHORITY

Please issue Identification Cards to the following personnel of this institution:

Name _____

Title or Position _____

Name _____

Title or Position _____

Name _____

Title or Position _____

Name _____

Title or Position _____

Name _____

Title or Position _____

I hereby delegate the authority vested in me according to the Resolution submitted to the Surplus Property Section by the governing body of this Institution. The aforementioned delegates are hereby authorized to bind the Institution to the particular terms and conditions of transfer which are or may be imposed by the execution of Form HEW 135 or the state agency Warehouse Issue Sheet.

Authorized by:

Approved _____

Signature _____

State Dept. of Civil Defense

Printed Name _____

Date _____

Title or Position _____

ADDITIONS TO SURPLUS PROPERTY WANT LIST

Civil Defense

 (County or Metropolitan Area)

TO: Director, State Civil Defense, Olympia

It is requested that the supplies and equipment listed below be added to the Annual Surplus Property Want List of this organization. It is agreed that local funds will be available to pay the acquisition costs, transportation and proper storage of the equipment, and that immediate arrangements will be made to remove the equipment from the Surplus Property Warehouse when notified of its availability, if acceptable. It is further certified that the supplies and equipment requested in this application are needed for civil defense purposes.

Signed _____
 Civil Defense Director

Date _____

Name of item, with characteristics, size, voltage, phasing, etc.	Quantity	Proposed Storage location of item

DEPARTMENT OF DEFENSE
 OFFICE OF CIVIL DEFENSE
**REQUEST FOR SURPLUS PROPERTY
 REQUIRING ADVANCE OCD APPROVAL FOR DONATION**

Form Approved
 Budget Bureau No. 97-R042.2

I. APPLICANT CIVIL DEFENSE ORGANIZATION

(Include full name and address)

SHIP TO

RELEASE TO

The item of Federal surplus personal property described below, which is not included on the current OCD representative lists of categories of property donable without prior OCD approval on a case basis, is requested for donation for civil defense purposes. Additional certifications and justifications are attached as appropriate and required.

PROPERTY REQUESTED

QUANTITY	DESCRIPTION

ESTIMATED COST TO THE GOVERNMENT WHEN NEW

APPLICANT HEREBY CERTIFIES: (1) that the property is being sought for and is usable and necessary for the civil defense purposes of the applicant organization; (2) the care, use, maintenance and any disposition of the property will be in compliance with the regulations governing the civil defense surplus property program, and with the provisions of the approved transfer forms for donating surplus property used by the State; and (3) that the need for the property is supported by an approved operational plan on file in the State Civil Defense Office or an approved program.

DATE	TITLE	SIGNATURE

II. STATE CD DIRECTOR: As Director of Civil Defense, State of _____

I approve the above request and certify that the justification and basis for the donation is in accordance with a State-approved emergency operations plan. In my capacity as State Director of Civil Defense, I will exert all reasonable efforts to insure and effect compliance with the conditions of the donation, in accordance with my responsibility as defined in the agreement between my State and the OCD.

STATE CONTROL NO. *(If assigned)*

Disapproved.

REMARKS

DATE	TITLE	SIGNATURE

III. OCD REGIONAL OFFICE

APPROVED

DISAPPROVED

DATE OF EXPIRATION OF APPROVAL

REGIONAL CONTROL NO.

REMARKS

DATE	TITLE	SIGNATURE

Attachment D

INSTRUCTIONS FOR USE OF FORM OCD - 376

1. This form does not substitute for State forms prescribed for use in obtaining surplus property from the established State Agency for Surplus Property. Its use is limited to obtaining the prior OCD approval required for items not previously determined to be usable and necessary for civil defense purposes.
2. The form shall be prepared by the applicant civil defense organization in the number of copies required by the State Civil Defense Director. The organization requesting the property shall be fully identified and complete information furnished as to where the property is to be consigned or to whom it is to be released. All available information regarding the item requested shall be furnished and the specific purpose for which the property is requested indicated in detail. Each Form OCD - 376 shall cover ONE LINE ITEM ONLY.
3. The State Civil Defense Director shall either approve or disapprove the application. Five copies of approved requests, including the original, shall be forwarded to the appropriate OCD Regional Director, with approval noted thereon. Disapproved requests may be returned to the local civil defense director in accordance with State established procedures. In no instance shall a State Civil Defense Director direct the processing of the donation without the formal approval of the OCD Regional Director.
4. The Regional Director, OCD, shall either approve or disapprove each Form OCD - 376 submitted through the State Civil Defense Director. Reasons for disapprovals shall be indicated in the space provided or may be furnished by letter attached. The original shall be returned to the State Civil Defense Director. A copy of each Form OCD - 376 with Regional action indicated thereon shall be kept in the Regional files.

SURPLUS PROPERTY INVENTORY CARD

Warehouse Issue Sheet No. _____

Date _____

Original Acquisition Cost \$ _____

ITEM _____

Description _____

Serial No. _____

Local Equipment No. _____

COST TO CD:

Handling & service chg. \$ _____

Freight _____

Compensating tax _____

Repairs: Date: _____

Total cost to CD \$ _____

Federal restrictive period ends _____

Title obtained (date) _____

Comments concerning disposal: _____

CUSTODIAN:

Name _____

Address _____

Tel. No. Bus. _____ Res. _____

Signature of Custodian: _____

Comments on inspections, condition, etc. _____

(Use reverse of card for noting any special uses such as for Natural Disasters, etc.)

AUTHORIZATION TO DISPOSE OF PROPERTY DONATED FOR CIVIL DEFENSE PURPOSES

(Required for Disposition of Property to Which Organization Does Not Hold Unrestricted Title)

I. TO BE FILLED
IN BY ORGAN-
IZATION
REQUESTING
DISPOSAL
AUTHORITY

(Forward
Original
and Four
to State
Civil
Defense
Director)

MUST COVER
ONE LINE
ITEM ONLY

1.	(a) Name of Organization (Civil Defense Donee)		
	(b) Address (Street)	(City)	(State)
2.	(a) Name and Description of Item to include Serial Numbers		
		Quantity	
	(b) Transfer Document Identification Number		
	(c) Donated for CD Training <input type="checkbox"/>	Oper. Readiness <input type="checkbox"/>	Res. Stock <input type="checkbox"/>
	(d) Date Acquired	(f) Actual Cash Expenditure for:	
		Service Charges	\$ _____
		Transportation	\$ _____
		Parts to make Operable	\$ _____
		Total	\$ _____
	(e) How Long has property been used for civil defense? _____ If not, why not? _____		
	(g) Unit Acquisition Cost to Federal Government New	\$ _____	
	(h) Estimated Current Market Value (Unit)	\$ _____	
	(i) State reasons for Requesting Authority to Dispose of Property		
	(j) State reasons, if any, property cannot be transferred for another civil defense use		

I hereby certify that the information given above is true and correct

Date	Signature	Type Name of Signer	Title

II. TO BE FILLED
IN BY STATE
CD DIRECTOR
(If 3 applies, send
original to (1)
above; if 4 applies
keep copy and
send balance to
OCD Region. No
further approval
required for trans-
fer. State Agency
approval required
for sale or OTHER
FORM of disposi-
tion plus OCD
approval of \$2500
& over items

3. The above property is required by the civil defense organization listed below and should be released to it upon payment of an amount mutually agreed upon and upon certification by the recipient on Form OCD-290 "RETRANSFER OF PROPERTY DONATED FOR CIVIL DEFENSE" or similar transfer document containing the appropriate certifications.

Organization	Address (Street)	(City)	(State)
--------------	------------------	--------	---------

4. There are no known civil defense requirements for this item within the State.

Recommendations: _____

Date	Signature of State CD Official	Type Name of Signer	Title

III. TO BE FILLED IN BY OCD REGION
 (If 5 applies, keep copy and return balance to State CD; If 6 applies, send original and two copies to OCD National Headquarters.)

5. The above property is required for civil defense within the State of _____. Transfer and reimbursement arrangements should be made between the respective State Civil Defense Directors, with certifications as described in 3 above.

6. There are no known civil defense requirements for the above property in this OCD Region.
 Recommendations:

Date	Signature of OCD Regional Official	Type Name of Signer	Title
------	------------------------------------	---------------------	-------

IV. TO BE FILLED IN BY OCD HEAD-QUARTERS
 (Keep copy, return original and one to OCD Region. Region annotates its file copy, sends original and one to State Cd which annotates its copy and sends original and one to State Agency for Surplus Property)

OCD Headquarters approval required for disposal of any item which unit acquisition cost was \$50,000 or more.

7. Action other than sale is directed
 Recommendations: (attach letter if appropriate)

8. Public sale or retransfer under 9 below is authorized. Sale must be subject to the following terms and conditions:

- (a) The sale must be publicized as widely as practicable.
- (b) At least 3 bids must be obtained.
- (c) A full report documenting the sale must be made through civil defense channels to Regional Headquarters, OCD. This report must include an annotated copy of the offering which shows the names and addresses of the bidders, the amounts bid, and to whom award was made.
- (d) The donee may keep \$_____ of the proceeds for charges incurred incidental to obtaining the property plus any certified out-of-pocket expenses involved in conducting the sale.
- (e) Any additional proceeds realized from the sale must be forwarded through civil defense channels to OCD Headquarters for deposit in the General Fund, U.S. Treasury.

This statement does not apply to property donated for reserve stock purposes. Proceeds from such an authorized sale shall be held in a special account to the use and benefit of the civil defense program of the State or local political subdivision making such sale.

Under the provisions of Section 203 (k) of the Federal Property and Administrative Services Act of 1949, as amended, it has been determined that (1) the above property no longer serves the purpose for which it was transferred and (2) that the right or interest reserved to the United States by the transfer instrument may be released subject to the above listed terms and conditions. The General Services Administration has been notified of the action to be taken and has not disapproved. Report of Sale shall be made on Form OCD 185 attached.

Date	OCD Approval No.	Signature	Type Name of Signer	Title
------	------------------	-----------	---------------------	-------

V. TO BE FILLED IN BY STATE AGENCY FOR SURPLUS PROPERTY
 (Indicate whether 9 or 10 applies and return original to State Civil Defense Director)

9. The above property is required for health or educational purposes within the State. Transfer, or return to this Agency will be made in accordance with attached instructions.

10. The above property is of no use to eligible health or educational donees within this State.
 Recommendations:

Date	Signature	Type Name of Signer	Title
------	-----------	---------------------	-------

TRANSFER OF TITLE TO CIVIL DEFENSE EQUIPMENT
AND SUPPLIES PURCHASED UNDER THE
SURPLUS PROPERTY PROGRAM

In compliance with the rules and regulations of the Office of Civil Defense the undersigned does hereby transfer and assign the title to the following described equipment to _____

for and in consideration of the grantee's obligations to continue to maintain and use the equipment for the purpose for which it was originally donated.

Description of Equipment and Supplies:

Warehouse Issue Sheet
and Date of Issuance

Signed: _____

Director, State Dept. of Civil Defense

I certify that rules and regulations now in effect or which may later be imposed by the State Department of Civil Defense with respect to the above listed equipment or supplies will be complied with, and that the equipment will not be disposed of without the prior approval of the State Department of Civil Defense.

Signature: _____

Name of Organization: _____

Effective date: _____

Description of property _____ Quantity _____

 Date property originally acquired _____ Transfer document No. _____
 Original acquisition cost _____ Date transferred _____

GRANTOR:

Grantor hereby gives, grants and transfers to Grantee all right, title and interest whatsoever in the above described property subject to terms and conditions imposed by the Department of Army, Office of Civil Defense, and set forth below.

 (Organization transferring property) (Address)

 (City) (County) (State)

By: _____
 (Signature of authorized official) (Title) (Date)

GRANTEE:

Grantee hereby accepts title to the above described property subject to the said Terms and Conditions as set forth below. Grantee acknowledges receipt of the property on an "as is" "where is" basis.

 (Organization receiving property) (Address)

 (City) (County) (State)

By: _____
 (Signature of authorized official) (Title) (Date)

TRANSFER APPROVED:

By: _____
 (State Director of Civil Defense) (Date)

TERMS AND CONDITIONS

1. By signature above, the Grantee certifies (a) that it is a civil defense organization designated pursuant to State law and (b) that the property transferred by this document is usable and necessary for civil defense; is required for its own use to fill an existing need, and is not being acquired for any other use or purpose or for use outside the State or for sale.

2. Terms and conditions applicable to property having a single item acquisition cost of \$2500 or more:

(a) With respect to property retransferred for civil defense purposes, the date of original donation shall be used for the purpose of computing the period of Federal restriction. Federal restriction expires after property has been used for civil defense purposes for a period of four years with the following exception

(1) Motor vehicles (Group 23) for which a two year period of restriction shall apply.

During the period of restriction the Grantee shall not sell, trade, lease, lend, bail, encumber or otherwise dispose of such property or remove it for use outside the State without prior written approval of the State Civil Defense Director and the OCD Regional Director.

If, during the period of restriction, property is no longer suitable, usable, or further needed for the purpose for which acquired, the Grantee shall promptly notify the OCD Regional Director, through the State Department of Civil Defense, and shall, as directed by OCD or the State Agency, either retransfer the property to such department or agency of the United States of America or such other donee as may be designated or sell the property at public sale.

In the event any of the terms and conditions set forth in this section are breached, all right, title and interest in the property involved, at the option of the OCD Director, shall revert to the United States of America. In addition, where there has been an unauthorized disposal or improper use of any kind, the donee, at the option of the OCD Director, shall be liable.

3. Terms and conditions applicable to property having a single item acquisition cost of less than \$2500 or on which federal restrictions have expired.

(a) Property in this category shall continue to be used in a manner which does not jeopardize its availability for the civil defense purpose for which originally donated and shall not be sold, traded, or otherwise disposed of without the prior written approval of the State Director of Civil Defense.

THIS FORM MAY NOT BE USED FOR THE RETRANSFER OF AIRCRAFT.

INSTRUCTIONS FOR USE OF FORM

1. Prepare in duplicate with copies for the following distribution:
 - (a) One original to organization transferring property.
 - (b) One original to Grantee organization.
 - (c) One copy to State Civil Defense Director.
 - (d) Two copies to OCD Regional Director (through State Civil Defense Director).
 - (e) Copy to State Agency for Surplus Property.
2. A separate form must be prepared for each line item.

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON
P. O. BOX 519
OLYMPIA

SURPLUS PROPERTY INSPECTION DATA

Date of Inspection _____

1. Political subdivision or State Department _____

2. Item Description: _____

Serial and/or Motor Number: _____

Original Acquisition Cost: _____ Handling Charges: _____

Program: _____ Warehouse Issue
Sheet Number: _____ Date: _____

3. Location of Property: _____

Custodian: _____

4. Current Condition: _____

5. Use: _____

6. Is item properly marked with CD Insignia: yes _____ no _____

7. Is Training Log on item current: yes _____ no _____

8. Has item been changed: yes _____ no _____ How: _____

9. Comments: _____

Signature _____

Inspector



In Reply Reference
RRR-0520

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON

P. O. BOX 1519
OLYMPIA 98501

May 20, 1966

Mr. Richard White, Code Revisor
State of Washington
Legislative Building
Olympia, Washington 98501

Dear Mr. White:

Please find enclosed Operation Plan, Washington State Department of Civil Defense (1958), consisting of volumes one through seven inclusive; Washington State Emergency Resources Management Plan, consisting of one volume; the Washington State Operations Plan for State Search and Rescue Force, consisting of one volume; the Washington State Concept of Emergency Operations Plan, consisting of one volume; and the Washington State Operation Plan for Natural Disaster, consisting of one volume.

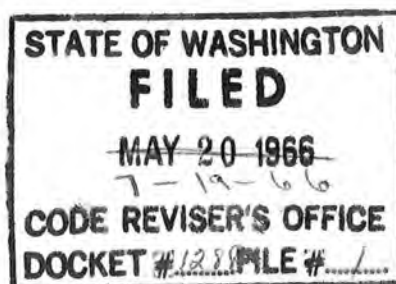
The possibility of disaster caused by enemy attack, sabotage or other hostile action; or by fire, flood, storm, earthquake or other natural caused disaster, emergency adoption of these rules and regulations as a part of RCW 38.52.050-3(a) in accordance with RCW 34.04.030 is requested.

Sincerely,

E. M. Llewellyn
Brig Gen WNG (Ret)
Director

EML:RRR:hh

Enclosures





In Reply Reference
RRR-0520

DEPARTMENT OF CIVIL DEFENSE
STATE OF WASHINGTON

P. O. BOX 1519
OLYMPIA 98501

May 20, 1966

Mr. Richard White, Code Revisor
State of Washington
Legislative Building
Olympia, Washington 98501

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Sincerely,

E. M. Llewellyn
Brig Gen WNG (Ret)
Director

EML:RRR:hh

Enclosures

