

## P-CARD Representative

### Position Description

The P-CARD Representative is responsible for giving guidance on County established methods relating to the use of P-CARDS and monitoring P-CARD purchases at LACs for proper usage.

### Responsibilities

1. Give guidance on County established methods relating to the use of P-CARDS
2. Monitor P-CARD purchases at LACs for proper usage

### Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Verify contact information
- Contact counterparts in home agency and establish lines of communication
- Establish communications with P-CARD Holders at LACs
- Review policies and procedures for P-CARD Purchases

### Operational Phase Actions

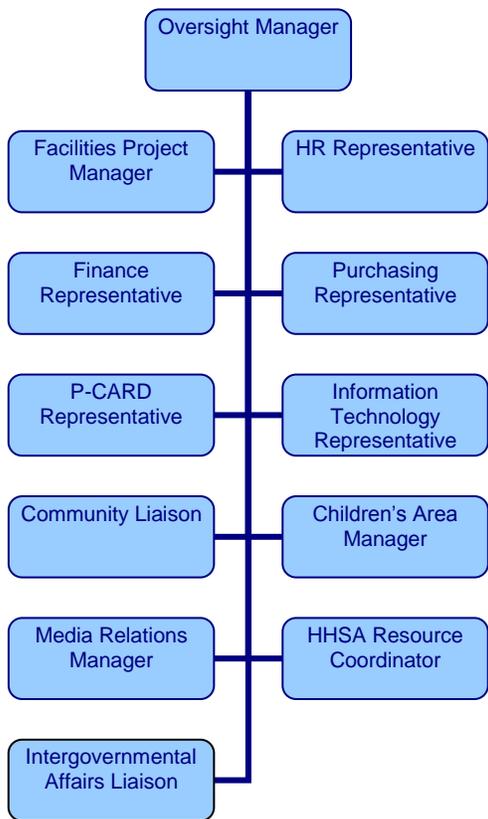
- Review position responsibilities
- Attend ongoing situation briefings
- Refer media to the Media Relations Manager
- Monitor P-CARD purchases at LACs for proper usage
- Explain improper usage to P-CARD Holders upon discovery
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively in situations requiring a high degree of sensitivity, tact, and diplomacy

### Deactivation Phase Actions

- Work with Oversight Team to develop Demobilization Plan
- Participate in Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Participate in the LAC After Action Report

### Organizational Structure

#### LAC OVERSIGHT TEAM



#### LAC TEAM

