UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Requesting and Volunteering for Jump Teams

Approved by: Deputy Administrator, Field Operations

[signature]

1 Overview

A Background

FSA Jump Teams, staffed by Farm Program and FLP personnel and managed by DAFO, provide extra employees to offices in-person or virtually for a limited time when in-State employees cannot be arranged. When requested by State Leadership, Jump Teams provide program delivery support during natural disasters or isolated workload surges so that all producers are served effectively and efficiently, and can also support field staff who have been personally impacted by disasters or other disruptions.

The USDA [Farm Service Agency Workforce Management SharePoint](#) was established to manage and facilitate requests for critical workload assistance across the country and provide a timely response to the States.

B Purpose

This notice provides:

- details and instructions on the Jump Team request process for State and County Offices

- instructions for Jump Team volunteers

- details about the FSA Workforce Management SharePoint to assist State and County Offices with a heavy workload.

C Contact

If there are questions about this notice, contact either or both of the following:

- DAFO PRMD by e-mail to **FSARemoteWork@usda.gov**
- Ivan Suarez by e-mail to **ivan.suarez@usda.gov**.

Disposal Date	Distribution
August 1, 2024	State Offices; State Offices relay to County Offices

2   Requests for Jump Team Assistance

A   Process for States Requesting Jump Team Assistance

The FSA Resource Needs-Request Form captures the necessary information required by DAFO to provide a State with a timely response. States should submit an FSA Resource Needs-Request Form according to the following table. See Exhibit 1 for an example (for State Office use only).

Step	Action
1	Access the DAFO - Workforce Management SharePoint.
2	Download the FSA Resource Needs-Request Form.
3	Complete the form.
4	E-mail the completed form to **FSARemoteWork@usda.gov**.

3   Employee Jump Team Volunteers

A   Employee Jump Team Volunteers Process

To learn more about the objectives and requirements of Jump Team volunteers, see the Jump Team Overview (Exhibit 2) and the DAFO - Workforce Management SharePoint.

Step	Action
1	Potential volunteers should discuss interest with their supervisor, including how volunteering can provide developmental opportunities.
2	Select the "Volunteer For Jump Teams" link from the DAFO - Workforce Management SharePoint, and complete and submit the form. The form includes questions about relevant program experience and expertise so that volunteers' skills can be aligned with the receiving office needs. Volunteers must accurately report their strengths and availability.
3	The form must be reviewed by the applicant's immediate supervisor and SED. Managers may not approve an applicant if their Jump Team deployment would cause a negative impact to their home office.
4	When DAFO identifies a need that matches an applicant's profile, the Jump Team program coordinator will confer with supervisors before offering the assignment. In the meantime, applicants can participate in relevant meetings and trainings to be ready to deploy when needed.
5	Approved volunteers will participate in a pre-deployment meeting with DAFO and the receiving office to learn more about the specific Jump Team deployment logistics.

Note: After an employee has joined the Jump Team volunteer pool, program management will **always** consult SED, DD, and the employee's direct supervisor before contacting the employee for an assignment. The employee also must agree to the assignment to be deployed.

4 Action

A County Office Action

County Offices will:

- submit employee Jump Team volunteer requests through their immediate supervisor, DD, and SED for approval **before** entering availability into the Workforce Management SharePoint

- submit volunteer requests for Jump Teams as identified in subparagraph 3 A.

B State Office Action

State Offices will:

- notify County Offices of the contents of this notice
- submit State Office requests for Jump Team assistance according to subparagraph 2 A
- submit questions to the contact identified in subparagraph 1 C.

FSA Resource Needs-Request Form (State Office Use Only)

The following is an example of the FSA Resource Needs-Request Form.

FSA Resource Needs– Request Form

Date of Request: _____

Reason for Detail Needs: _____

Requesting State Office: _____

After consulting with County Offices, I am requesting the below indicated resources to timely meet FSA deadlines.

Mission Support Unit	# of Temporary FTEs Requested	# of Responders Requested	Start Date	Duration
Resource Needs #1:	_____	_____	_____	_____
Please insert the nearest airport and Hotel recommendation here:				
Please insert the local Point of Contact if you are requesting employees to be detailed to a County Office. (Include Name, Phone #, and USDA e-mail)				
Please indicate all counties that employees will need access to so the FSA 13-A can be processed prior to the employee's arrival.				
Resource Needs #2:	_____	_____	_____	_____
Please insert the nearest airport and Hotel recommendation here:				
Please insert the local Point of Contact if you are requesting employees to be detailed to a County Office. (Include Name, Phone #, and USDA e-mail)				
Please indicate all counties that employees will need access to so the FSA 13-A can be processed prior to the employee's arrival.				

When Completed, Please Email This Form To FSARemoteWork@usda.gov

FSA Resource Needs-Request Form (State Office Use Only) (Continued)

Resource Needs #3:	_____	_____	_____	_____
Please insert the nearest airport and Hotel recommendation here:				
Please insert the local Point of Contact if you are requesting employees to be detailed to a County Office. (Include Name, Phone #, and USDA e-mail)				
Please indicate all counties that employees will need access to so the FSA 13-A can be processed prior to the employee's arrival.	Please indicate all counties that employees will need access to so the FSA 13-A can be processed prior to the employees arrival.			
Resource Needs #4:	_____	_____	_____	_____
Please insert the nearest airport and Hotel recommendation here:				
Please insert the local Point of Contact if you are requesting employees to be detailed to a County Office. (Include Name, Phone #, and USDA e-mail)				
Please indicate all counties that employees will need access to so the FSA 13-A can be processed prior to the employee's arrival.				
Resource Needs #5:	_____	_____	_____	_____
Please insert the nearest airport and Hotel recommendation here:				
Please insert the local Point of Contact if you are requesting employees to be detailed to a County Office. (Include Name, Phone #, and USDA e-mail)				
Please indicate all counties that employees will need access to so the FSA 13-A can be processed prior to the employee's arrival.				

When Completed, Please Email This Form To FSARemoteWork@usda.gov

FSA Resource Needs-Request Form (State Office Use Only) (Continued)

Equipment Needs: (Laptop/Desktop computers, GOVs, hotspots, mobile printers)	

SED Name and Phone # _____

State Detail POC Name and Phone # _____

SED Signature _____

Jump Teams Overview

The following is an overview of Jump Teams.

USDA FSA JUMP TEAMS

Overview and Logistics

June 2020

OVERVIEW OF FSA JUMP TEAMS

- FSA's Jump Teams intervene to support program delivery in exceptional, geographically-limited events like natural disasters or isolated workload surges.
- Jump Teams are staffed by Farm Program and Farm Loan Program personnel and managed by the Program Resource and Management Division (PRMD) of DAFO.

USE CASES FOR JUMP TEAMS

Jump Teams support Farm Program and Farm Loan Program delivery in offices when:

- An office requires the assistance of extra employees for a finite time period
- In-state employees cannot be arranged
- Jump team volunteers are available

- Resource needs have been discussed between the requesting CED, District Director, and SED
- The SED of the requesting office has approved the request for Jump Teams resources

ACTIVITIES PERFORMED BY JUMP TEAM VOLUNTEERS

Disaster Response:
Jump Team members are skilled in the program(s) needed to support an office and its producers following a natural disaster. Jump team volunteers are able to quickly mobilize and travel (if an in-person jump team) for a set period of time to assist in that region's disaster response.

Example: Jump team volunteers that are WHIP+ experts travel to the Texas gulf coast to support hurricane relief for 2 weeks

Response to other critical workload surges:
Jump Team members use their program knowledge of Farm and Farm Loan Programs to virtually support other offices. This could be over a short- or medium-term effort, where they are able to ramp up quickly and are familiar with nuances of state-wide agricultural production as needed.

Example: An FLO from Wyoming does 10 hours of virtual work a week to support an office in Montana

BENEFITS OF VOLUNTEERING

Benefits to volunteers:
- Career development opportunities
- Networking with peers in other states
- Exposure to new techniques and tricks
- Opportunity to travel
- Expanded knowledge of American agriculture

Benefits to managers and leadership:
- Strengthened goodwill between states
- Fuels employee development and learning
- Volunteers return to home office empowered with new ideas and techniques
  - Furthers FSA's mission to serve America's producers nationwide

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Jump Teams Overview (Continued)

USDA FSA JUMP TEAMS
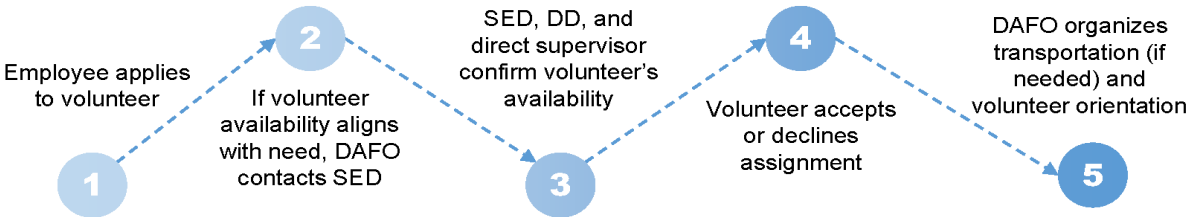## Overview and Logistics

June 2020

The ability of the Jump Team program to provide critical support is dependent on a **strong volunteer pool**. Employees are encouraged to volunteer, and managers should work with their teams and state leadership to foster this participation. A link to more information about jump teams and the application to join is at the bottom of this page.

HIGH-LEVEL DEPLOYMENT LOGISTICS

- Before a volunteer is deployed to a Jump Team, that volunteer's supervising manager, DD, and SED must certify that the volunteer's time may be loaned toward an in-person or virtual assignment.

1 Employee applies to volunteer

2 If volunteer availability aligns with need, DAFO contacts SED

3 SED, DD, and direct supervisor confirm volunteer's availability

4 Volunteer accepts or declines assignment

5 DAFO organizes transportation (if needed) and volunteer orientation

PRIORITY PROGRAMS FOR JUMP TEAM VOLUNTEERS

- Emergency Conservation Program
- Livestock Disaster Programs (LIP/LFP/ELAP)
- NAP
- Farm Records
- Farm Loan Programs
- Payment Limitation/Eligibility
- ARC/PLC
- Conservation Reserve Programs

EXPECTATIONS OF VOLUNTEERS

In-person volunteering

- May be eligible for OT during deployment
- Involves FSA-paid travel and hotel
- Most deployments last 2-4 weeks
- Requires USDA-issued laptop
- Requires strong program knowledge to adapt to office procedures and specifics to local agriculture profile

Virtual volunteering

- Time commitment varies between circumstances, but can be less than 14 days
- Volunteer hours can be done alongside existing work for home office
- Remote capability provides flexibility for those who aren't able to travel
  - May be eligible for OT during virtual deployment

LEARN MORE AND VOLUNTEER ON THE JUMP TEAM SHAREPOINT:

https://usdagcc.sharepoint.com/sites/fsa-dafops/SitePages/workforceManagement.aspx

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