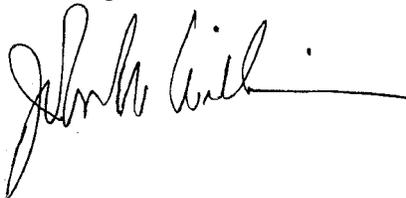


For: All FFAS Employees except FAS Overseas Employees

Volunteers for Federal Emergency Management Agency (FEMA) Community Relations Program

Approved by: Deputy Administrator, Management



1 Overview

A Background

FEMA is seeking volunteers from federal agencies to help fellow Americans recover from natural disasters. USDA has committed to participating in FEMA’s Community Relations Program, whereby approved employee volunteers help FEMA assist those in need of disaster relief. Employee volunteers will reach out to citizens and provide them with information about FEMA services.

B Purpose

This notice:

- announces the FEMA Community Relations Program
- provides an initial volunteer opportunity.

C Contact

Employees with questions about this notice or FEMA’s Community Relations Program should contact Susan Brown at 202-418-9039 or 202-418-9116 (TDD).

Disposal Date March 1, 2006	Distribution All FFAS Employees (except FAS Overseas); State Offices relay to County Offices
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2 FEMA's Community Relations Program

A About the Program

FFAS is soliciting volunteers throughout the mission area and across the country to establish a cadre of employee volunteers that can be deployed to areas affected by natural disasters. Volunteers can expect to assist in the aftermath of natural disasters such as hurricanes and tornadoes. The names of approved volunteers will be maintained in a database managed by FSA, Human Resources Division (HRD) in Washington, D.C.

Employee volunteers can expect to be deployed to affected areas for 3 to 4 weeks. The employee volunteer remains in pay status and the agency continues to pay their regular salary. FEMA will reimburse the employee volunteer's agency for any overtime and all travel costs.

B Eligible Employees

Use the following table to determine eligibility to apply as a volunteer for the FEMA Community Relations Program.

IF agency is...	THEN eligible employees are all...
FSA	Federal and county employees.
RMA	RMA National Office, Kansas City, and Field Office employees
FAS	FAS employees with duty stations within the Continental United States (CONUS). Note: FAS employees with duty stations located within CONUS that are considered overseas posts are not eligible.

C Ineligible Employees

The following employees are ineligible to participate in the Community Relations Program:

- employees with a less than fully successfully or results not achieved performance rating
- employees undergoing adverse action procedures
- FAS employees assigned overseas.

Note: FAS employees assigned overseas may volunteer upon return from their overseas assignment.

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2 FEMA's Community Relations Program (Continued)

D Application Process

Employees who want to volunteer for FEMA's Community Relations Program shall complete AD-2044 (Exhibit 1). All approved AD-2044's shall be faxed to Maria Ruiz at 202-418-9129 no later than COB, Friday, September 30, 2005. AD-2044 is available from the FFAS Employee Forms Online Website at <http://165.221.16.90/dam/ffasforms/forms.html>.

AD-2044 shall be approved according to the following table.

IF...	THEN the approval official is...
<ul style="list-style-type: none">• FSA National Office employee• FSA Kansas City employee• FAS employee• RMA employee	first line supervisor.
FSA State or County Office employee	SED.
FSA SED	DAFO.

Note: Employees will be notified by FSA's HRD via email within 1 week of receipt of their approved AD-2044.

E Requirements

Employees must meet the following requirements to be an approved employee volunteer for the FEMA Community Relations Program:

- meet eligibility requirements listed in subparagraph 2A
- obtain supervisory approval
- have a government travel charge card
- be able to perform strenuous physical activities for a prolonged period of time.

Note: Although there are no specific skill sets required to participate in the Community Relations Program, FEMA has determined that employee volunteers must be able to fulfill the following physical requirements:

- work long hours
- walk for extended periods of time
- walk door-to-door to reach disaster victims.

Employees should carefully evaluate their physical capabilities or limitations before volunteering for the Community Relations Program.

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2 FEMA's Community Relations Program (Continued)

F Training

Approved employee volunteers may take the following courses in AgLearn. These courses are not mandatory before volunteering or deployment, but may help the employee once deployed to an affected area. The courses will be loaded into each approved employee volunteer's AgLearn Individual Development Plan. The employee may take the courses during duty hours, with supervisory approval.

- ICS 100 – Introduction to the Incident Command System
- ICS 200 – Incident Command System 200
- NRP – National Response Plan and Introduction
- NIMS – Introduction to National Incident Management System
- Emergency Manager – An Orientation to the Position
- Emergency Preparedness, USA
- A Citizen's Guide to Disaster Assistance
- The Role of Voluntary Agencies in Emergency Management
- Disaster Basics
- Community Hurricane Preparedness
- Introduction to Mitigation
- Introduction to the Public Assistance Process
- Introduction to Debris Operations in FEMA's Public Assistance Program

Employees may be required to participate in other training courses once deployed to the FEMA site. Those training courses will be coordinated on-site by FEMA or other appropriate response teams/agencies.

3 Deployment

A Determining Who Gets Deployed

FEMA will contact USDA's Security Operations Office to request volunteers. Each USDA agency will be asked to provide a specific number of volunteers. The number of volunteers requested from each agency is based on its population.

FFAS employee volunteers will be asked to deploy based on the order of receipt of their approved AD-2044 by HRD. Every effort will be made to limit an employee's deployment to once a year. However, depending on the availability of volunteers and the frequency of disasters, the possibility exists that an employee volunteer may be asked to deploy more frequently.

3 Deployment (Continued)

B Employee Volunteer Deployment Notification

Employee volunteers will be notified via email with requests for deployment. The email will include the following:

- procedures for accepting or declining the deployment
- request for supervisory approval for the current deployment
- dates of deployment
- anticipated date of arrival at FEMA site
- any known specific travel information about current deployment
- reimbursement form to provide FEMA officials, if available.

C Supervisory Responsibilities

Employee volunteer's supervisor will be notified of the deployment via email. Supervisors must approve each deployment request, even if the employee is an approved volunteer.

Supervisors have the right to decline deployment requests based on the work needs of the office.

D Time and Attendance

Employee volunteers will be responsible for reporting their time and attendance to their regular timekeeper while deployed. Employee volunteers should:

- maintain a FEMA timesheet that includes all hours worked, including regular and any compensatory time
- have the FEMA official at the disaster area sign the timesheet
- fax the FEMA timesheet to your regular timekeeper
- have regular supervisor initial timesheet.

E Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

AD-2044, FFAS FEMA Community Relations Volunteer Enrollment Form

Following is an example of AD-2044.

This form is available electronically. AD-2044 (09-01-05)			U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency Foreign Service Agency Risk Management Agency		
FFAS FEMA COMMUNITY RELATIONS VOLUNTEER ENROLLMENT FORM					
The Farm and Foreign Agricultural Service uses this form to solicit volunteers throughout the mission area and across the country to establish a cadre of employee volunteers that can be deployed to areas affected by natural disasters. These employee volunteers assist the Federal Emergency Management Agency's (FEMA) with their Community Relations Program. Employee volunteers assist in the aftermath of natural disasters such as hurricanes and tornadoes by reaching out to citizens and providing them with information regarding FEMA services.					
PART A - EMPLOYEE INFORMATION					
1. Agency (Check Applicable Agency) <input type="checkbox"/> FAS <input type="checkbox"/> FSA <input type="checkbox"/> RMA			2. Duty Station (City, State)		
3. Name of Employee (Last, First, Middle)			4. Social Security Number	4. Date of Birth (MM-DD-YYYY)	
5. Title of Present Position		6. Grade, Series, Step	7. Employee E-mail Address		
8. Employee Home Address (Including Zip Code)			9. Home Telephone Number (Including Area Code)		
10. Work Telephone Number (Including Area Code)		11. Work Fax Number (Including Area Code)		12. Cell Telephone Number (Including Area Code)	
13A. Do you speak a 2nd language? <input type="checkbox"/> YES <input type="checkbox"/> NO			13B. If so, what language(s)?		
14A. Employee's Signature			14B. Date (MM-DD-YYYY)		
PART B - EMPLOYEE'S EMERGENCY CONTACT INFORMATION					
15. Emergency Contact Name (Last, First, Middle)			16. Emergency Contact's Relationship to Volunteer		
17. Emergency Contact Home Address (Including Zip Code)			18. Emergency Contact's Telephone Number (Including Area Code)		
PART C - SUPERVISORY INFORMATION					
19A. Supervisor's Name		19B. Supervisor's Telephone (Including Area Code)		19C. Supervisor's Approval <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
20A. Supervisor's Signature		20B. Supervisor's Title		20C. Date of Approval/Disapproval	
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