UNDER SECRETARY OF DEFENSE
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PERSONNEL AND
READINESS

SEP 8 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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DIRECTORS OF THE DoD FIELD ACTIVITIES

Subject: Federal Employee Volunteer Initiative

The Department of Defense is actively involved in supporting the Federal Emergency Management Agency's relief efforts to the Gulf Coast in the wake of Hurricane Katrina. Whether on the ground in this battered region or in installations and offices throughout the world, thousands of Military and DoD civilian personnel are engaged in critical missions to support the relief effort. At the same time, our military and civilian employees are confronting and supporting the demands of the war against terrorism and other evolving challenges in the world. We are proud of our DoD employees and honor their service and sacrifice to our Nation.

I recognize that our employees already are making significant contributions to our mission, including Hurricane Katrina relief efforts, as part of their ongoing responsibilities. However, work still remains to be done to help those victimized by Hurricane Katrina. To this end, the Department of Homeland Security anticipates needing up to 2,000 volunteers to assist in the Federal government's response and recovery efforts underway. The Federal Emergency Management Agency (FEMA) is

offering Federal civilian employees the opportunity to volunteer in the areas affected by Hurricane Katrina. Volunteers will be asked to deploy for a period of 14 – 30 days minimum field assignments to work with FEMA on this effort. DoD Directive 1000.17, Detail of DoD Personnel to Duty Outside the Department of Defense, will not apply for those individuals selected to service as volunteers for this FEMA effort.

I encourage you to support FEMA's efforts to the extent possible. For employees and DoD components interested in participating, I have attached four informal information papers prepared by FEMA: "Information for Volunteers," "Frequently Asked Questions (for volunteering employees)," "Information for Volunteers attending the EMERGENCY MANAGEMENT INSTITUTE (EMI) in Emmitsburg and their follow-on Deployment," and "Agencies' Frequently Asked Questions."

Employee participation cannot diminish or compromise service or support to our critical DoD mission. Interested DoD employees must discuss their willingness to participate in the effort with their supervisors, and have their full support and written approval prior to volunteering. Employee volunteers will remain on DoD payrolls and will be on temporary duty. FEMA indicates in the attached papers that it intends to cover the additional costs of overtime, travel, and training of volunteers. However, please note that until FEMA issues the "mission assignment letter" required by section 206.7 of title 44, Code of Regulations, when personnel from other Federal agencies provide FEMA assistance, we will not know precisely what costs will be reimbursed. I have been informed that FEMA expects to issue the mission assignment letter shortly; I will ensure that the guidance it provides is circulated.

The DoD Point of Contact (POC) for this initiative is Mark Smith, Defense Civilian Personnel Management Service, Recruitment Assistance Division, 703-696-1723 or 1-888-363-4872 (1-888-DoD-4USA). FEMA has requested that employees not contact it directly. All contacts with FEMA will be made through Mr. Smith. Please identify your agency POC to Mr. Smith by September 9, 2005.

I appreciate your leadership in this massive recovery effort, and grateful for the contributions that our DoD employees are making to support our mission. They honor all Americans with their selfless commitment and set a brave example for the world.

David S. C. Chu

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Attachments: As Stated

Information for Volunteers

General Information

Interested employees should read carefully the attached information from FEMA – making sure that you meet the requirements outlined and are up to the likely working conditions that will be faced in New Orleans and other affected areas. Employees who are interested in volunteering and meet the stated requirements, including having supervisory approval, should contact Mark Smith, Defense Civilian Personnel Management Service, Recruitment Assistance Division, 703-696-1723 or 1-888-363-4872 (1-888-DoD-4USA). The website contact is www.GoDefense.com.

It is important that you not contact FEMA directly, but use the DoD point of contact provided. FEMA will contact you directly if you are selected for a temporary field assignment. It is important that you let your supervisor know if you are contacted by FEMA for deployment. Volunteers are needed immediately and for future deployment dates so you may or may not hear back immediately from FEMA.

If contacted by FEMA, you will be scheduled for 1-day training in Emmitsburg, MD, and re-deployed from Emmitsburg to a FEMA staging area in Orlando, Florida. Re-deployment will be immediate for those volunteers traveling to Emmitsburg from outside of the DC area. Volunteers from the DC area will return home following training and will be contacted by FEMA with further deployment instructions within a matter of days. Specific field assignments will be determined by FEMA for your further deployment from Orlando.

Requirements:

- You must have your supervisor's approval.
- Contact your Agency's Human Resource Office's designated point of contact to indicate your interest in volunteering.
- You must be physically able to work in a disaster area without refrigeration for medications and have the ability to work in the outdoors all day.
- You must be willing to work long hours under arduous conditions.
- You must have a Government travel credit card.

Role of assigned personnel:

- Establish and maintain positive working relationships with disaster affected communities and the citizens of those communities.
- Collect and disseminate information and make referrals for appropriate assistance.
- Identify potential issues within the community and report to appropriate personnel.

- Convey a positive image of disaster operations to government officials, community organizations and the general public.
- Perform outreach with community leaders on available Federal disaster assistance.

Training will be provided:

- If selected for deployment, volunteers will be given initial training at the Emergency Management Institute (EMI) in Emmitsburg, MD. Personnel will be re-deployed to Orlando, Florida, following initial training and prior to being further deployed to the field.
- You will be expected to use your government credit card (in good standing) for transportation, lodging, meals, and other incidentals.
- Contact your agency financial officer for information on obtaining a government credit card (if you do not hold one)

Skills especially needed:

- Bilingual capabilities (all languages)
- Commercial Driver's License (CDL)
- Logistics capabilities
- Information technology (GS-2210's, including telecom specialists)

How to volunteer:

- After obtaining your supervisor's approval, contact your designated agency Point of Contact (POC)
- Your agency POC will forward your contact information to DHS/FEMA. If you are selected for a field assignment, you will be contacted directly by FEMA with instructions on when to report for training. Training takes place in Emmitsburg, Maryland.

Deployment information:

- After training, volunteers will be deployed via Orlando to a disaster Joint Field Office (JFO) when conditions are safe. Some FEMA organizational clothing, FEMA identification and equipment will be supplied. FEMA will also enter your contact information into their data base so you can be reached either by your agency or by family and friends in case of emergency.

Type of personal supplies you should bring:

- Sunscreen

- Sun hat
- Sun glasses
- Walking shoes
- Mosquito repellant
- Medication (both over the counter and prescription)
- Valid driver's license
- Government ID
- Cash (ATM's may not be working)
- Government equipment (cell phones, computers, blackberries, etc.)
- Appropriate clothing (walking shorts acceptable)
- Rain gear

When deployed, you should bring personal effects sufficient to last for a minimum period of thirty (30) days.

Frequently Asked Questions (for volunteering employees)

How long will I be deployed?
A: We anticipate a minimum of 30-day assignments for volunteers. When you are deployed, you should pack for a minimum 30-day stay. See questions below for further information about the timing of deployment.

Will all DHS volunteers be trained at Emmitsburg?
A: Yes. Volunteers will be called by FEMA when they are to report for training. See the attached information for more details about how to get to the training facility.

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Will I be able to return home between training and deployment?
A: Volunteers who are local to the DC/Emmitsburg area may return home following training and should then be prepared to redeploy when called by FEMA. Volunteers who are traveling into the DC area for training should be prepared for immediate deployment following the training and will not return home first. Upon deployment, the volunteers will likely be away from home for a period of up to 30 days and should bring sufficient personal belongings to accommodate that length of stay.

What can you tell me about the travel arrangements?
A: The closest airport to the Emmitsburg training site is Dulles (IAD). Volunteers who are flying in for training should purchase a one-way ticket to Dulles and arrange for ground transportation to the Emmitsburg training site. Volunteers who are traveling from outside the local area should be put on open ended travel authorizations (minimum of 30 days). Travel for all volunteers following training will be coordinated with the FEMA travel service. FEMA will provide the funding codes and accounting information, including the vouchering of travel claims.

Volunteers will be deployed to Orlando, Florida, following training in Maryland and then from Orlando to a FEMA designated field site.

How will I get to my eventual assigned destination?
A: FEMA will determine assignment destinations following training and will arrange for your transportation from Orlando to your assigned location.

Will the volunteers be given any type of special identification?
A: Yes, volunteers will receive FEMA badges and FEMA T-shirts (organizational clothing).

I'm a Federal law enforcement officer. Should I bring my weapon and badge and credentials?
A: No, please do not bring weapons if you are reporting as a FEMA volunteer. You should bring your agency identification.

Will the volunteers receive any sort of immunization before going to training?
A: FEMA will arrange for immunizations at the Orlando deployment site.

If a volunteer would like to partner with another agency volunteer, can FEMA accommodate "buddies"?
A: Yes. Buddies can be deployed together – just let them know at Emmitsburg.

After my name has been reported as a volunteer, if I should have questions about my deployment, who can I contact?
A: You may refer your questions to your agency POC or to FEMA. Please do not call FEMA until you are registered as a volunteer with your agency.

This number may also be used by your agency, or family and friends for emergencies once you are deployed as a FEMA volunteer.

Information for Volunteers attending the EMERGENCY MANAGEMENT INSTITUTE (EMI) in Emmitsburg and for their follow-on Deployment

Airports:

There are 3 major airports within driving distance: Baltimore-Washington International (BWI), Dulles, and Reagan National. BWI is convenient but does not have as many flight options. If you rent a car, you need to return the rental car to the same airport.

BWI: Distance 58 miles Approx travel time 1 hour 26 minutes
Dulles: Distance 64 miles Approx travel time 1 hour and 24 minutes
Reagan National: Distance 73 miles Approx travel time 1 hour and 37 minutes

Campus information and driving directions are located at
http://www.usfa.fema.gov/training/nfa/netc/

Motels:

Sleep Inn and Suites: 501 Silo Hill Parkway, Emmitsburg, Md. 301-447-0044 (1 mile to EMI)
Eisenhower Inn and Conference Center 2634 Emmitsburg Rd, Gettysburg, Pa 717-334-8121 (5 miles to EMI)
Thurmont Super 8 Motel: 300 Tippin Dr. Thurmont, Md. 301-271-7888 (8 miles to EMI)

Deployment:

Commuters: People who commute to EMI from the surrounding areas will return home after training and then will be called within 24 to 36 hours with instruction for deployment out of the area.

Air travelers: Will deploy to Orlando, Florida, after EMI training. Training will end at approximately 1:30 pm. Arrangement for travel will be through National Travel at (1-800-537-1064). **Choice:** You can arrange a flight in the late afternoon, taking into account travel time to airport, rental car return and check-in **or** leave early morning the next morning. Make your motel reservation accordingly.

Packing for Deployment: If you have these items at home, bringing them will save you buying them later in Orlando. Most of these items are recommended if you are doing work in a community in the disaster area. (For example: Community relations and outreach)

1. Personal clothing for hot, humid weather to include hiking socks and study shoes/boots especially if you will be doing community relations work
2. Personal hygiene/toiletry items (limited supplies in the disaster areas)
3. Extra prescription eyeglasses/sunglasses
4. Personal medications/vitamins
5. Inoculations record or dates – especially tetanus
6. Back pack
7. Whistle – communication in field
8. Flashlight with batteries (take extra batteries)
9. Hat – sun protection
10. Insect repellent (containing DEET or Picaridin for long lasting protection)
11. Sun screen – at least SPF 30
12. Multi-purpose knife/tool (put in check-in luggage)
13. Light-weight Rain gear
14. Cell Phone (with car charging adapter) and/or calling Card
15. Emergency Contact Info
16. Tissue, pocket-size
17. Soap, liquid and anti-bacterial and Hand Sanitizer and wet wipes
18. Lip balm with sunscreen protection
19. Snacks such as nutrition bars, crackers, etc.

Agencies' Frequently Asked Questions

What is the duty status for persons who volunteer?
A: The employee volunteers should be maintained in regular duty status. They **are not** on excused absence or any leave status. Volunteers will be issued a hard copy T&A card at their field site. The FEMA supervisor on-site will sign the volunteer's time card and it should be returned to the volunteer's agency timekeeper. It will reflect both regular hours of work and overtime. The overtime can be charged back to FEMA. Further payroll instructions for recovering overtime costs from FEMA will be provided. Regular hours and AUO or LEAP are charged to the employing agency. If the donating agency has a mechanism for tracking or estimating regular pay also, it may be prudent to do so, in case Government costs of the recovery effort are requested at a later date.

Do you have guidance on preparation of travel authorizations?
A: The employing agency, not FEMA, should prepare the travel orders.

-- Travel orders for volunteers who are traveling from outside the local commuting area to training in Emmitsburg, MD, should be open-ended and assume a minimum 30-day deployment. The employing agency should pay for travel to the training site – a one way ticket to Washington, DC and ground transportation to Emmitsburg. FEMA will handle travel arrangements post-training.

--Volunteers who live within the local commuting area for Emmitsburg will attend training and may be immediately re-deployed to Orlando or may be able to return home and to their jobs prior for a short period prior to being deployed as volunteers. If they are able to return home for a short period, they will be called by FEMA when they are needed and will be deployed initially to Orlando.

Additional information on travel cost reimbursement and travel expenses post training will be provided to the volunteers at the time of the training in Emmitsburg.

Can government contractors volunteer to go?
A: Government contractors should not volunteer under this program. Contractors are encouraged to check with their employers for information on any relief efforts that may be sponsored by their employers.

Is psychological preparation included in the training and does FEMA provide for post-deployment de-briefing?
A: Yes. There is both pre-deployment and post-deployment support for volunteers.

How will an agency know when its volunteers are deployed?
A: When volunteers reach the Orlando mobilization site, their contact information will be entered into the FEMA data base. When the volunteer is deployed, the donating agency will be notified. As this process may take a matter of days, agencies may want to request that the volunteers alert their supervisors prior to their deployment. FEMA is also willing

to provide lists of deployed employees to agencies upon request. These may be requested by your agency POC. Questions about deployed employees or emergency contacts may be directed to FEMA at 1-800-440-6728.

These missions range from assisting law-enforcement agencies with security, transporting and distributing food and water, conducting search and rescue operations, providing counseling service, hiring and assigning critical personnel, planning for continuity of DoD operations, and coordinating a myriad of relief efforts.