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SUBJ: DEPARTMENT OF HOMELAND SECURITY (DHS) SURGE CAPACITY FORCE (SCF): USCG SOLICITATION FOR CIVILIAN EMPLOYEE VOLUNTEER SUPPORT

A. PUBLIC LAW 109-295 SECTION 624 SURGE CAPACITY FORCE

B. DHS SURGE CAPACITY FORCE CONCEPT OF OPERATIONS (CONOPS) APRIL 2010

1. A PROVISION IN THE 2006 POST-KATRINA ACT (REF A AND REF B) AUTHORIZED DHS TO CREATE A SURGE CAPACITY FORCE (SCF) OF FEDERAL EMPLOYEES TO AUGMENT A CATASTROPHIC DISASTER RESPONSE. THE ACT CALLS FOR DEPLOYABLE NON-FEMA DHS EMPLOYEES TO BE PART OF THE SCF. THE SECRETARY OF DHS WILL ACTIVATE THE SCF WHEN A CATASTROPHIC INCIDENT, SUCH AS A HURRICANE KATRINA EVENT, EXCEEDS THE CAPACITY OF FEMAS EXISTING DISASTER WORKFORCE TO RESPOND. VOLUNTEERING FOR THE DHS SCF IS A UNIQUE OPPORTUNITY FOR COAST GUARD CIVILIAN EMPLOYEES TO ASSIST INDIVIDUALS IN NEED DURING MAJOR DISASTERS OR EMERGENCIES AND SUPPORT USCG AND DHS MISSIONS, INCLUDING A ONE DHS APPROACH IN PROTECTING THE AMERICAN HOMELAND.

2. SCF APPLICATION PROCESS. AN INDIVIDUAL E-MAIL WILL BE SENT TO ALL CIVILIAN EMPLOYEES INVITING THEM TO JOIN THE SCF ALONG WITH INSTRUCTIONS ON HOW TO APPLY. ALL APPLICANTS WILL NEED TO OBTAIN SUPERVISORY APPROVAL.

3. SUPERVISORS AND MANAGERS ARE STRONGLY ENCOURAGED TO SUPPORT EMPLOYEE REQUESTS TO SIGN UP AS A SCF VOLUNTEER. PARTICIPATION AS AN SCF MEMBER WILL CREATE ANOTHER SUPPORT CADRE TO ASSIST IN ADDRESSING A MAJOR DISASTER.

4. SCF VOLUNTEER REQUIREMENTS.

A. SELF-CERTIFICATION OF RECEIVING WRITTEN SUPERVISORY APPROVAL.

B. A PERFORMANCE RATING OF MEETS/ACHIEVED EXPECTATIONS OR HIGHER, THE ABSENCE OF A PERFORMANCE IMPROVEMENT PLAN OR ANY DISCIPLINARY ACTIONS IN THE PRECEDING 12 MONTHS BEFORE APPLICATION AND AT THE TIME OF DEPLOYMENT.

C. POSSESSION OF A GOVERNMENT TRAVEL CARD.

D. SELF-CERTIFICATION REGARDING PRE-DEPLOYMENT MEDICAL CONDITIONS.

E. SELF-CERTIFICATION THAT THE FIVE REQUIRED ONLINE FEMA COURSES ARE COMPLETED. THE LINKS TO THE COURSES ARE BELOW:

IS-100.B INTRODUCTION TO INCIDENT COMMAND SYSTEM (ICS)

[HTTP://TRAINING.FEMA.GOV/EMIWEB/IS/IS100B.ASP](http://TRAINING.FEMA.GOV/EMIWEB/IS/IS100B.ASP)

IS-102.A DEPLOYMENT BASICS FOR FEMA RESPONSE PARTNERS

[HTTP://TRAINING.FEMA.GOV/EMIWEB/IS/IS102A.ASP](http://TRAINING.FEMA.GOV/EMIWEB/IS/IS102A.ASP)

IS-200.B ICS FOR SINGLE RESOURCES AND INITIAL ACTION INCIDENTS

[HTTP://TRAINING.FEMA.GOV/EMIWEB/IS/IS200B.ASP](http://TRAINING.FEMA.GOV/EMIWEB/IS/IS200B.ASP)

IS-700.A NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS), AN INTRODUCTION

[HTTP://TRAINING.FEMA.GOV/EMIWEB/IS/IS700A.ASP](http://TRAINING.FEMA.GOV/EMIWEB/IS/IS700A.ASP)

IS-800.B NATIONAL RESPONSE FRAMEWORK (NRF), AN INTRODUCTION

[HTTP://TRAINING.FEMA.GOV/EMIWEB/IS/IS800B.ASP](http://TRAINING.FEMA.GOV/EMIWEB/IS/IS800B.ASP)

5. CERTAIN CIVILIAN MEMBERS CONNECTED WITH SPECIALIZED TEAMS OR ORGANIZATIONS ARE EXCLUDED FROM PARTICIPATING AS A SCF VOLUNTEER BASED ON THEIR ASSIGNED RESPONSIBILITIES DURING A CATASTROPHIC EVENT. THOSE CIVILIAN EMPLOYEES PARTICIPATING AS PART OF INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT), DISTRICT RESPONSE ASSIST TEAM (DRAT), JOINT FIELD OFFICE (JFO), MARITIME TRANSPORTATION SYSTEM RECOVERY UNITS (MTRSU), AND SELECTED RESERVES (SELRES) ARE INELIGIBLE TO APPLY AS SCF VOLUNTEERS. ALSO INELIGIBLE ARE COAST GUARD CIVILIAN EMPLOYEES WHOSE POSITIONS ARE REIMBURSABLE TO ANOTHER COMPONENT OR AGENCY FOR THE PURPOSE OF PERFORMING SPECIFIC WORK IN SUPPORT OF THOSE OUTSIDE

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ORGANIZATIONS.

6. SCF ASSIGNMENTS. THE SCF WORK CAN INVOLVE PERFORMING FEMA COMMUNITY RELATIONS, INDIVIDUAL ASSISTANCE, OR PUBLIC ASSISTANCE DUTIES, SUCH AS DISTRIBUTING INFORMATION AND APPLICATION FORMS OR MONITORING DEBRIS REMOVAL. WORKING CONDITIONS MAY BE AUSTERE AND MAY INVOLVE WORKING IN A NON-OFFICE ENVIRONMENT.

7. SCF DEPLOYMENT REQUIREMENTS.

A. IN THE EVENT OF A CALL UP, SCF VOLUNTEERS WILL BE CONTACTED BY FEMA AND ASKED IF THEY ARE ABLE TO DEPLOY, AND IF THEY HAVE CURRENT SUPERVISORY PERMISSION TO LEAVE, WILL BE GIVEN INSTRUCTIONS ON WHERE TO GO AND TO WHOM TO REPORT.

B. SCF VOLUNTEERS MUST RECEIVE APPROVAL FROM THEIR IMMEDIATE SUPERVISOR BEFORE ACCEPTING A FEMA REQUEST TO DEPLOY.

C. SCF VOLUNTEERS SHOULD BE AVAILABLE WITHIN 72 HOURS TO DEPLOY FOR UP TO 45 CALENDAR DAYS.

D. SCF VOLUNTEERS WILL USE THEIR GOVERNMENT CREDIT CARDS FOR TRAVEL. VOLUNTEERS WILL ARRANGE FOR TRAVEL ORDERS AND AIRLINE TICKETS ACCORDING TO THEIR RESPECTIVE ORGANIZATIONS ADMINISTRATIVE PROCEDURES. TRAVEL ORDERS ARE TO BE APPROVED BY THE VOLUNTEERS SUPERVISOR. TRAVEL COSTS WILL NOT BE CHARGED TO THE UNITS. SPECIAL ACCOUNTING CODES WILL BE PROVIDED THAT WILL ALLOW REIMBURSEMENT.

8. TIMECARDS AND THE RECORDING OF ANY OVERTIME WORKED WILL BE MAINTAINED BY THE DESIGNATED FEMA ON-SITE SUPERVISOR AT THE INCIDENT COMMAND CENTER WHERE THE EMPLOYEE IS DEPLOYED. OVERTIME COSTS WILL BE REIMBURSED BY FEMA. FUTURE COMMUNICATIONS WILL ADDRESS DETAILS.

9. COAST GUARD CIVILIANS HAVE PROVEN THAT THEY CAN BE COUNTED ON WHEN THE NATION IS IN NEED. VOLUNTEERING FOR SCF IS IN KEEPING WITH THE COAST GUARDS CALL OF SEMPER PARATUS.

10. QUESTIONS REGARDING THIS INITIATIVE MAY BE ADDRESSED TO THE FOLLOWING EMAIL BOX. USCG-SCF (AT) USCG.MIL.

11. RADM R.T. HEWITT, ASSISTANT COMMANDANT FOR HUMAN RESOURCES, SENDS.

12. INTERNET RELEASE AUTHORIZED.

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