



**FEMA**

## **US&R GENERAL MEMORANDUM – 2016-005**

January 14, 2016

**FOR:** National Urban Search & Rescue Response System  
Task Force Representatives

**FROM:** Wanda Casey, Chief  
Program Management Section  
Urban Search and Rescue Branch

**SUBJECT:** US&R General Memorandum 2015-005 – Advisory Organization – 2016 Public Affairs Subgroup Member Solicitation Announcement

This General Memorandum (GM) is issued to announce the National Urban Search and Rescue (US&R) Response System (the System) 2016 solicitation process for task force members and subject matter experts (SMEs) interested in filling positions within the **Public Affairs Subgroup**, located within the Finance/Admin Functional Group within the Advisory Organization, as shown in Annex A. Currently, there are five vacancies within this Subgroup. The 2016 member solicitation process for these positions will be January 13, 2016 to April 30, 2016, or until all vacancies are filled.

Any System member or SME filling an Advisory Organization position agrees to a significant personal commitment on behalf of their task force, Sponsoring Agency, and/or Participating Agency. Meeting attendance is required on occasion and funding support from the US&R Readiness Cooperative Agreement (subject to availability of funds) may not be provided for this purpose unless specifically identified, except for Advisory Organization stipends supported by the Strategic Group through the annual budget process.

The membership term of appointment for individuals selected during this solicitation process begins on May 1, 2016 and will be either a one, two or three year appointment. The differing lengths of appointment is to ensure all appointments within the group are staggered for continuity.

With the System's implementation of Annex A, equal Divisional distribution of Advisory Organization membership is recommended, but not required.

In accordance with Annex A, System members or SMEs interested in filling these vacancies within the Public Affairs Subgroup should review the attached Knowledge, Skills, and Abilities (KSAs) for that group.

Any personnel meeting the KSAs for one of these vacancies and wishing to be considered for appointment shall:

- Complete an Advisory Organization application package to include:

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- A completed *Advisory Organization Application* (with position related System experience and training noted) signed by the individual's Program Manager and Task Force Representative (TFR).
- A *Letter of Support* signed by the individual's TFR, Sponsoring Agency Chief, and Participating Agency Chief (if applicable).
- A certificate for 2015 or 2016 calendar year FEMA Ethics Orientation Training.
- All complete application packages must be submitted to the applicant's Divisional Task Force Representative (TFR-D) as soon as possible, using the following online process:
  - Download all required forms to be submitted for consideration from the menu located at: [Advisory Organization Member Solicitation Announcement](#);
    - Attachment B – Advisory Organization Application
    - Attachment C – Annex A - App B - Ltr of Support-Sample
  - Complete these forms in their entirety including all required signatures;
  - Complete and attach the current FEMA Ethics Orientation Training certificate as a last page to the completed application and Support Letter;
  - Scan all documents and name them with your name and division (example: Keith Bevan-Central); and
  - Click the [Advisory Organization Member Application Submission Link](#) and complete the basic member information and attach your completed application package to the submission form prior to submitting.
  - When the application has been received, you will receive an email confirming the application has been received to the email address provided in the submission form.
  - Please keep all documents and the confirmation email for your records.

Once the application submission date has passed, all complete application packages shall be processed by the TFR-Ds as described in *US&R Administrative Manual –Annex A*.

Selection considerations will be made based on the candidate's ability to meet the KSAs identified as necessary to meet Advisory Organization position expectations.

Any questions related to the 2016 Advisory Organization member solicitation process should be directed to the appropriate TFR-D.

**Attachments:**

- Attachment A – (via link) - [Public Affairs Subgroup KSAs](#)
- Attachment B (via link) – [2016 Advisory Organization Application](#)
- Attachment C (via link) – [Letter of Support](#)

**cc:**

US&R Strategic Group  
US&R Advisory Group  
US&R Branch Staff  
FEMA Regional/Federal/International ESF #9 Representatives