



FEMA

US&R GENERAL MEMORANDUM – 2017-012

January 26, 2017

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 2017-012 – Advisory Organization – 2017 Member Solicitation Announcement for Subgroup Vacancies

This General Memorandum (GM) is issued to announce the National Urban Search and Rescue (US&R) Response System (the System) 2017 solicitation process for task force members and subject matter experts (SMEs) interested in filling positions within the following subgroups:

Canine Subgroup, part of the Operations Functional Group within the Advisory Organization, as shown in Annex A. There is currently **one** vacancy within this group. The membership term for the selectee will begin on May 1, 2017. **The application deadline is February 28, 2017.**

Communications Subgroup, part of the Logistics Functional Group within the Advisory Organization, as shown in Annex A. There are currently **two** vacancies within this group. The membership term for selectees will begin on May 1, 2017. **The application deadline is February 28, 2017.**

Finance Subgroup, part of the Finance/Admin Functional Group within the Advisory Organization, as shown in Annex A. There is currently **one** vacancy within this group. The membership term for the selectee will begin immediately following selection, as this is a current vacancy with an expiring term of April 2018. **The application deadline is February 28, 2017.**

Any System member or subject matter expert (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.

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 one or more of these subgroups should review the attached Knowledge, Skills, and Abilities (KSAs) for that position/group.

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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:
 - 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 Task Force Representative, Sponsoring Agency Chief, and Participating Agency Chief (if applicable).
 - A certificate for 2016 or 2017 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 2017 Advisory Organization member vacancies or the solicitation process should be directed to the appropriate TFR-D.

cc:

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