



**FEMA**

## **US&R GENERAL MEMORANDUM – 2017-013**

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 2017-013 – Advisory Organization – Planning  
Functional Group Leader Solicitation Announcement

This General Memorandum (GM) is issued to announce the National Urban Search and Rescue (US&R) Response System (the System) solicitation to fill the vacant position of Planning Functional Group Leader.

As stated in Annex A (*US&R Program Directive 2014-008, Administrative Manual – Annex A – Advisory Organization (June 2014)*), Section 2-1.II.B: The four Functional Groups each has a Leader who is selected annually by Senior Staff and approved by the US&R Branch Chief. Functional Group Leaders are voting members of the Advisory Group responsible for management of their Functional Group, determining the active and reserve status of members, determining additional Subject Matter Experts (SME) personnel requirements, and completion of assigned tasks.

Functional Group Leaders within the Advisory Organization lead a group whose function is to provide technical expertise and support to the Advisory Group, the Strategic Group, and the US&R Branch. Functional Groups maintain working relationships with technical specialists, subject matter experts, US&R task forces, IST personnel, local, state, and Federal agency personnel in addressing system issues. Furthermore, Functional Group Leaders meet with their Functional Group face-to-face at least once a year. (Annex A, 2-1.III.A) These Functional Group Leader positions are critical to the effectiveness of the Advisory Organization.

The Planning Functional Group Leader leads the following Subgroups/Units:

- Training Subgroup
- Exercise Unit
- Policy/Documentation Subgroup
- Management Subgroup
- Safety Unit

In addition, the Planning Functional Group Leader leads all Ad Hoc Groups assigned to the Planning Functional Group.

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Announcement for Subgroup Vacancies

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By **Tuesday, February 28, 2017**, any System member who wishes to be considered for an appointment as the Planning Functional Group Leader position 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 TFR, 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 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 will be reviewed by the Advisory Organization Senior Staff for selection and recommendation to the US&R Branch Chief, who will approve the appointment, as described in *US&R Administrative Manual –Annex A*. **The selectee for this position will begin their term when appointed and will end on April 30, 2020.**

Any questions related to Advisory Organization Planning Functional Group Leader vacancy or the solicitation and appointment process should be directed to Wanda Casey ([Wanda.Casey@fema.dhs.gov](mailto:Wanda.Casey@fema.dhs.gov)) or Dean Scott ([Dean.Scott@fema.dhs.gov](mailto:Dean.Scott@fema.dhs.gov)).

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