



FEMA

US&R GENERAL MEMORANDUM – 2017-035

March 22, 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 2017-035 – Advisory Organization – Planning
Functional Group Leader Selection

This General Memorandum is issued to announce the National Urban Search and Rescue (US&R) Response System's (the System) selection of Mike Cayse from Ohio Task Force One (OH-TF1) as the Advisory Organization's Planning Functional Group Leader. Due to the unanticipated vacancy created when the incumbent Planning Function Group Leader moved to the position of Deputy Advisory Group Chair, Mr. Cayse will begin this appointment immediately.

Mr. Cayse was selected to fill this vacant position as stated in the System's Administrative Manual, 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 within the Advisory Group 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 and are responsible for management of their Functional Group, determining the active and reserve status of members, determining additional Subject Matter Experts personnel requirements, and completion of assigned tasks.

Any questions related to the Advisory Organization Planning Functional Group Leader vacancy or the appointment process should be directed to Wanda Casey at: wanda.casey@fema.dhs.gov; or Dean Scott at: dean.scott@fema.dhs.gov.

cc: US&R Strategic Group
US&R Advisory Group
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