



FEMA

US&R GENERAL MEMORANDUM – 2019-099

October 24, 2019

FOR: National Urban Search & Rescue Response System
Task Force Representatives and Program Managers

FROM: Buddy Ey, Chief
Admin/Finance Section
Urban Search and Rescue Branch

SUBJECT: US&R General Memorandum 2019-099 – Advisory Organization –2019 Member Solicitation Announcement

This General Memorandum (GM) is issued to announce the National Urban Search and Rescue (US&R) Response System (the System) 2019 solicitation process for System members and subject matter experts (SMEs) interested in filling Advisory Organization vacancies. The 2019 Advisory Organization member solicitation process will be conducted **from October 24, 2019 through COB November 29, 2019**.

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 and periodic funding support from the US&R Readiness Cooperative Agreement (subject to availability of funds) may be provided for this purpose specifically identified 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 is from January 1, 2020 to December 31, 2023. There are several positions and potential “unanticipated vacancies” that range at all levels of the Advisory Organization reflecting the three-year commitment cycle. All Task Force Representatives (TFR) are asked to review the attached names of their personnel. **Any Advisory Organization position highlighted in yellow has a term that expires on April 30, 2020 and the incumbent must reapply using this solicitation process if they wish to remain in their position.**

Members: In accordance with Annex A, System members or SMEs interested in filling current or anticipated vacant Advisory Organization positions (Subgroup or Unit) identified on the attached list of vacant positions should review the Knowledge, Skills, and Abilities (KSAs) for that position using the link provided.

Any person meeting the KSAs for a vacancy, 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/or Task Force Representative (TFR).



- *A Letter of Support* signed by the individual's TFR, Sponsoring Agency Chief, and Participating Agency Chief (if applicable).
- **Due November 29, 2019:** the completed (appropriate application, letter of support) application packages must be submitted electronically per announcement instructions. The aligned Functional Group Leaders will review to ensure candidates meet the minimum qualifications.
 - Download all required forms to be submitted for consideration from the menu located at; www.responsesystem.org:
 - 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;
 - 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 Functional Group Leaders and TFR-Ds.

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

Specific information supporting the solicitation process may be found by going to www.responsesystem.org "Advisory Solicitation". Any questions related to the 2019 Advisory Organization member solicitation process should be directed to the appropriate TFR-D.

Attachments:

Attachment A – Advisory Org – List of Vacant Positions
Attachment B – Advisory Org – Application
Attachment C – Letter of Support
Attachment D – Advisory Org – Contact List

cc:

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