

Application to Volunteer with the Federal Emergency Management Agency (FEMA) Surge Capacity Force (SCF)

Please read the eligibility requirements (*) below before completing this form.

Employee Information:

Name (Last, First, MI):

Bureau (Office/Division):

Job Series:

Org Code:

Hire Date:

FLSA Exempt: (Y or N):

Work Email Address:

Work Phone Number:

Personal Email Address:

Personal Phone Number:

Emergency Contact: Name (Last, First MI):

Phone Number:

*Eligibility Requirements

- GS-15 and below Federal employees (Contractors are not allowed to participate)
- Hold a valid PIV Identification Badge
- Possess a Government-Issues Travel Card
- Have supervisory approval to deploy up to 45 days
- No recent conduct issues (within the last 2 years)
- Submit proof of completion of the following mandatory training courses:
 - Workplace Harassment Prevention for Federal Employees 2.0
 - Records Management Training
 - Insider Threat Training
 - Privacy in DHS (This training will be given upon deployment at the PMC)
 - Virtual Surge Capacity Force Orientation Course (Conducted upon rostering)

Employee Information:

Signature and Date:

Supervisory Certification:

By signing this document, I certify that there are no performance or conduct issues and I fully support this deployment opportunity.

Supervisor Signature and Date:

Click here for application submission instructions:

Bureau Surge Capacity Force POC

Signature and Date:

Commerce Surge Capacity Force Program Manager

Approve

Disapprove

Signature:

Please submit complete application to: SurgeCapacityForceProgram@doc.gov