



# DHS Surge Capacity Force

## Deploying Federal Employees to Catastrophic Disasters

### About the SCF

If an incident exceeds the capacity of the Federal Emergency Management Agency (FEMA) disaster workforce, the Secretary of the Department of Homeland Security (DHS) is authorized to activate the **DHS Surge Capacity Force (SCF)** to augment the federal response to a catastrophic disaster. The SCF is composed of federal employees from DHS and other agencies. They assist Americans in their greatest time of need. The program is managed by FEMA.

### Volunteers

Volunteering for the SCF is a unique opportunity to support DHS missions during and immediately after major disasters or emergencies, and develop skills beyond your regular positions. Joining the SCF is subject to approval by your supervisor. **Volunteers continue to be paid by their agency.**

When activated, volunteers receive deployment orders containing detailed information through the FEMA Deployment Tracking System (DTS).

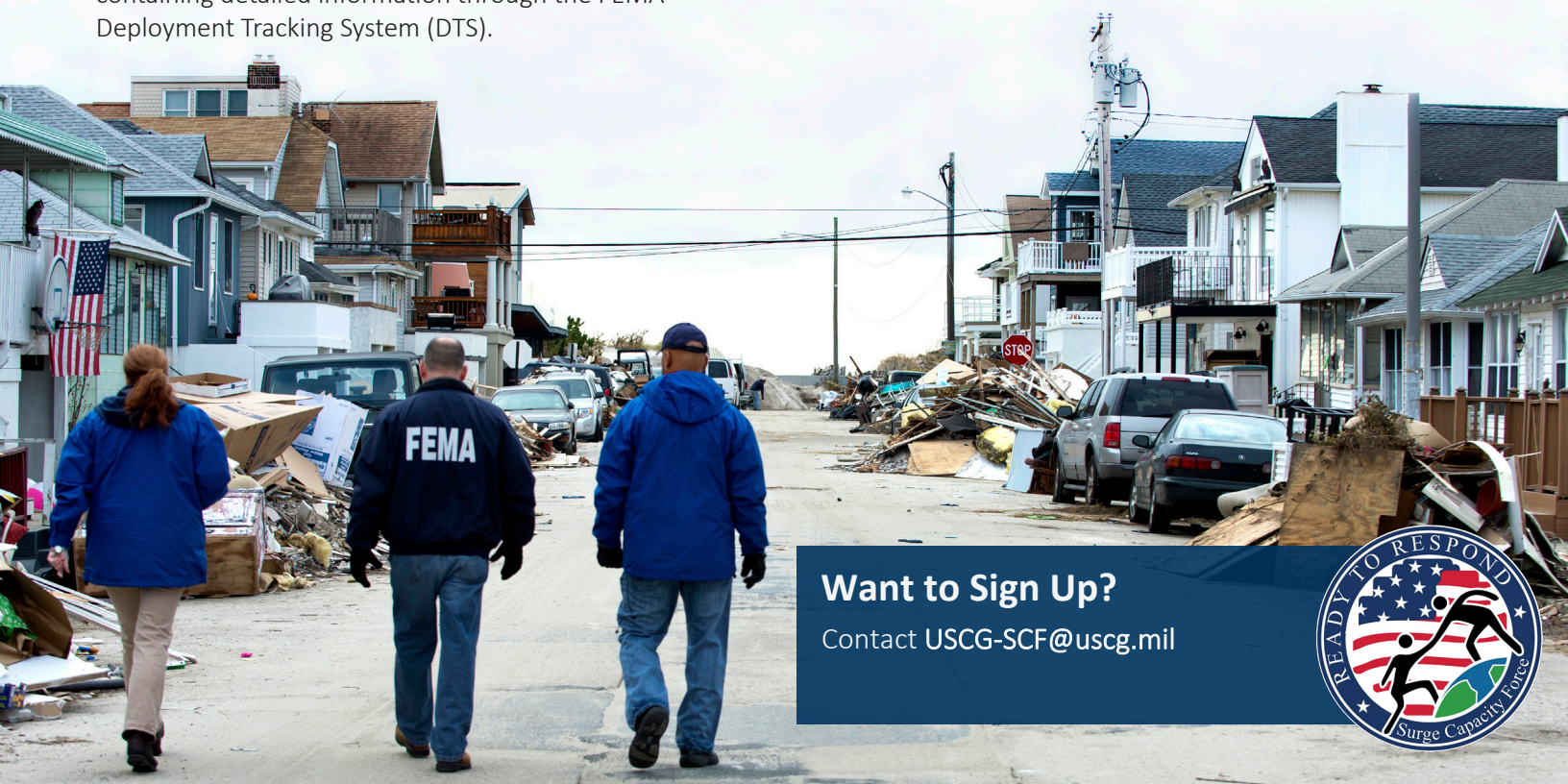
### Type of Work

Volunteers may serve in a variety of FEMA program areas. The most popular are Acquisitions, Disaster Survivor Assistance, External Affairs, Financial Management, Human Resources, Individual Assistance, Information Technology, Logistics, Planning, Public Assistance, and the National Processing Service Center.

### Deployment Conditions

Conditions during deployment may be austere, with limited power, water, and housing. Volunteers should be prepared for hardship working conditions and tasks that require significant amounts of walking or standing.

However, many volunteers will serve in FEMA Joint Field Offices or other facilities that may be similar to their regular work conditions. SCF staff asks all volunteers to disclose any requests for reasonable accommodations, prior to deploying, to ensure all needs are met at their assignment location.



**Want to Sign Up?**

Contact [USCG-SCF@uscg.mil](mailto:USCG-SCF@uscg.mil)





## Eligibility

- ☐ Full-time federal employee from any federal agency
- ☐ Have a valid federal government identification badge from your agency
- ☐ Have a valid government-issued travel card
- ☐ Successful completion of your agency's anti-harassment training within the last 365 days
- ☐ Obtain supervisor approval
- ☐ Successful completion of the required online Independent Study courses and exams through the **Emergency Management Institute (EMI)**

## EMI Online Independent Study Courses

➤ [training.fema.gov/is](https://training.fema.gov/is)

- ☐ IS-35 FEMA Safety Orientation
- ☐ IS-100.c Introduction to Incident Command System (ICS)
- ☐ IS-102.c Preparing for Federal Disaster Operations: FEMA Response Partners
- ☐ IS-700.b-National Incident Management System (NIMS), an introduction
- ☐ IS-800.c National Response Framework (NRF)

## Getting Started

- 1 Contact your agency SCF point of contact to understand process and requirements

### DHS Employees

➤ [DHS Connect SCF webpage](#)

### Other Agencies

➤ [SurgeCapacityForce@fema.dhs.gov](mailto:SurgeCapacityForce@fema.dhs.gov)

Send an email to request your agency coordinator

- 2 Obtain supervisor approval to sign up as a volunteer
- 3 Complete the application process as provided by your agency

- 4 Ensure badge and travel card are active and valid for next six months
- 5 Once you receive Deployment Tracking System (DTS) information from [support@FEMAResponder.net](mailto:support@FEMAResponder.net), please activate your account
- 6 Complete DTS Orientation

Please keep your contact information and availability updated in DTS.

Volunteers should not travel prior to receiving official DTS notification.

## Activation

- 1 Contact your agency SCF point of contact to confirm your availability
- 2 Confirm supervisor approval to deploy for up to 45 days
- 3 Ensure badge and travel card are active and valid for next six months
- 4 Accept a deployment request sent by DTS and notify your supervisor and SCF point of contact

- 5 Review the **SCF Quick Reference Guide** which will be sent to you after you accept deployment
- 6 Book travel according to your agency policy

## Health Insurance

Your federal healthcare coverage will travel with you; however, if you have a state-managed plan, you may want to check their policy on providers out of state/out of network.