AMERICORPS
NATIONAL CIVILIAN COMMUNITY CORPS
FEDERAL EMERGENCY MANAGEMENT AGENCY CORPS

PACIFIC REGION

CLASS XXIII

TEAM LEADER

WELCOME PACKET

IMPORTANT INFORMATION
ABOUT YOUR WELCOME PACKET

This Welcome Packet contains information vital to your success as an AmeriCorps National Civilian Community Corps (AmeriCorps NCCC) FEMA Corps Member at the Pacific Region campus.

★★PLEASE READ THIS PACKET FROM COVER TO COVER.★★

It includes information about what to pack, how to travel to the Pacific Region campus, and what to expect when you begin to settle into our community.
It includes information about what to pack, how to travel to the Pacific Region campus, and what to expect when you begin to settle into our community.

Please pay special attention to the “Guide to Completing Forms” at the beginning of the campus forms packet you received in the email with this packet. It contains paperwork that you must complete in order to secure your placement at the Pacific Region campus. You have 10 calendar days to return your campus forms or you may lose your place at this campus.

If you are experiencing issues with meeting this deadline, please make sure to contact Norma Martinez at (916) 640-0307 or by email at nmartinez@cns.gov to discuss further.

★THANK YOU!★

January 2017

Corporation for NATIONAL & COMMUNITY SERVICE

AmeriCorps NCCC
Pacific Region
3427 Laurel Street
Sacramento, CA 95652
NationalService.gov/NCCC

Dear FEMA Corps Team Leader,

Congratulations on being selected to serve as a Team Leader with FEMA Corps here at the Pacific Region! You have an exciting and challenging eleven months ahead of you. The staff at the Pacific Region campus have been working hard to prepare for your arrival, and very excited about this coming Corps year.

We sincerely welcome you to this amazing opportunity and commend you on the commitment you are about to make, for it is both noble and admirable. What you are about to embark upon is a commitment not just to service and helping communities, but a commitment to a way of life. It is a commitment to develop as a leader and to encourage others in this ethic. It is a commitment to being a productive citizen and honing new skills through team-based service. It is a commitment to personal and professional growth and carrying this on in the years to come. It is a commitment to service to the Nation through our FEMA partnership in a variety of disaster related service assignments. This commitment is why the average caliber of an individual who chooses service with this program is an adult with high ideals, a strong work ethic, and a person who is willing to challenge his or herself mentally, emotionally, and physically.

As a member of FEMA Corps, you and your team will be working to assist your fellow citizens experiencing hardships caused by disasters. During your term of service you will help foster growth in communities you serve and as a result you yourself will grow from the experience. Your team will become your family, and you will likely form new friendships that will last a lifetime. Your experience will be an intense yet rewarding one – living and working with a group of people coming from many different backgrounds, while addressing some of the most challenging situations in our country.

With regard to the Pacific Region staff, they are a dedicated team who work to support you throughout the program and ensure the safety and well-being of the entire Corps. Please be advised that life within this residential program will be structured. In order to ensure the program provides a safe, healthy, and nurturing experience for everyone, all members will be expected to follow the AmeriCorps NCCC code of conduct. Please study the Corps Member Handbook; it is a master reference for your Corps experience.

Additionally, the following packet of information will answer many of the questions you may have regarding your arrival to campus. It provides information concerning your arrival date and time, how to make travel arrangements, what to pack, what to expect, etc. Please read through the material carefully and in its entirety. **Be sure to return the highlighted items, as directed**. Staff will be in contact with you throughout the next few months, so look for further correspondence in the near future. If there are any questions I can answer, feel free to contact me at mcarpenter@cns.gov, and be sure to identify yourself as a Class 23 FEMA Corps Member. Again, congratulations and we look forward to meeting and working with you!

In Service,

Moira Carpenter
Region Director

Corporation for NATIONAL & COMMUNITY SERVICE

AmeriCorps NCCC
Pacific Region
3427 Laurel Street
Sacramento, CA 95652
NationalService.gov/NCCC

January 2017

Welcome FEMA Team Leaders,

Congratulations on becoming an AmeriCorps NCCC FEMA Corps Member! This packet contains information that will help you prepare for your upcoming adventure. In the following pages you will find answers to most of the questions you may already have, as well as important items that you may not have even begun to think about, so please read thoroughly and carefully. As you are preparing for your life out here in sunny Sacramento, California, please feel free to contact me with any questions and/or concerns that you may have. You may also find helpful information on our Facebook group here.

You will arrive in Sacramento, CA on January 11, 2017 and your in-processing activities will begin the same day; details are in this packet.

Attached in the email that you received with this welcome packet is a link for five (5) forms that you must complete and return in 10 days. *Follow the instructions carefully for* ***how to complete your forms*** *and make sure to* submit forms *together.*

This step is CRITICAL – it is what secures your place as a Team Leader at our campus.

- Transportation Selection Form
- Consent for Release of Information
- Acknowledgement of Receipt of Welcome Packet
- Emergency Contact Information

The AmeriCorps NCCC Pacific Region staff is looking forward to an exciting 10 months with you. Again, please feel free to contact me with any further questions.

Sincerely,

Norma Martinez
Member Support Specialist

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About the National Civilian Community Corps

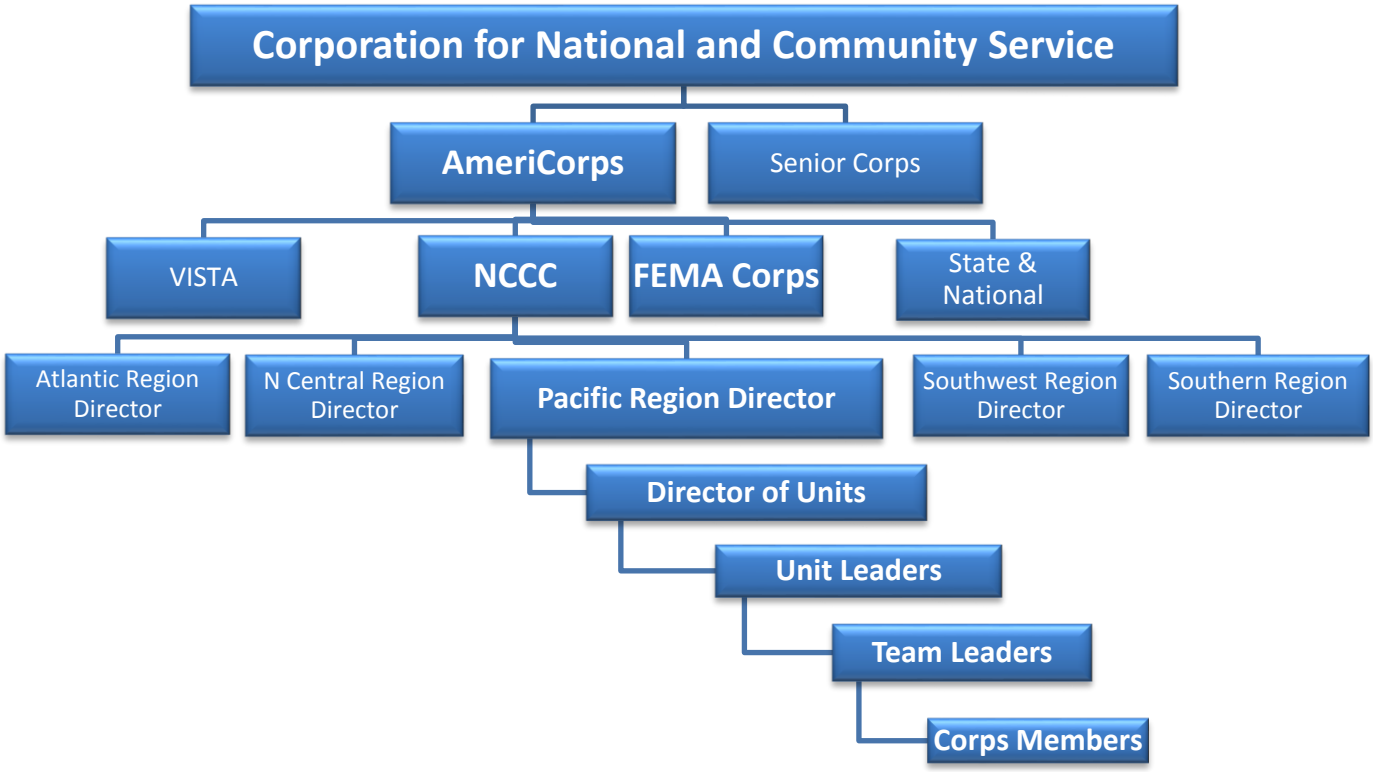
AmeriCorps NCCC Overview

AmeriCorps National Civilian Community Corps (NCCC) is a residential national service program for men and women between the ages of 18 and 24. Approximately 1,100 members participate nationwide each year.

For eleven months members will work on teams of 10-12 members to meet urgent community needs through projects that assist in rural and urban development, energy conservation, infrastructure improvement, disasters, as well as environmental stewardship and conservation. AmeriCorps NCCC has responded to every national disaster since the program began in 1994. Projects operate through partnerships with non-profit organizations, state and local agencies, and other community and faith-based groups. Teams will work on a series of projects, including disaster response and recovery operations, throughout the country, allowing members to experience a variety of service opportunities, cultures, and communities.

Members are based out of one of five campuses, located in Denver, CO; Sacramento, CA; Baltimore, MD; Vinton, IA; and Vicksburg, MS. Members receive training in CPR, first aid, leadership, team building, and disaster services, in addition to many other topics throughout the year.

The Corporation for National and Community Service (CNCS) oversees the Senior Corps, and all AmeriCorps programs. The three branches of AmeriCorps are AmeriCorps VISTA (Volunteers in Service to America), AmeriCorps NCCC, and AmeriCorps State & National. You'll learn much more about the different AmeriCorps programs during your eleven months with us!



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What is NCCC FEMA Corps?

NCCC FEMA Corps is a partnership between The Corporation for National and Community Service and the Federal Emergency Management Agency that establishes a new track of up to 1,600 service Corps Members and Team Leaders per year within NCCC, dedicated to disaster response and recovery. Just like current AmeriCorps NCCC Team Leaders, NCCC FEMA Team Leaders serve a ten-month term and are eligible to serve a second year based on their performance. Also like NCCC, NCCC FEMA Corps is a full-time, team-based residential service program for men and women age 18–24 operated in the same campus structure as NCCC (traditional program). NCCC FEMA Team Leaders are assigned to one of five NCCC campuses.

FEMA Corps Members and Team Leaders will focus solely on disaster response and recovery activities with FEMA for the full 10 months of their service term. Members will be dedicated to FEMA deployments in areas of logistics, community relations, individual and public assistance and recovery. They will provide support in areas ranging from working directly with disaster survivors to supporting disaster recovery centers to sharing mitigation information with the public.

AmeriCorps NCCC Mission Statement:

The mission of AmeriCorps NCCC is to strengthen communities and develop leaders through team-based national and community service.

The AmeriCorps Pledge:

I will get things done for America, to make our people safer, smarter, and healthier.
I will bring Americans together to strengthen our communities.
Faced with apathy, I will take action.
Faced with conflict, I will seek common ground.
Faced with adversity, I will persevere.
I will carry this commitment with me this year and beyond.
I am an AmeriCorps member, and I will get things done.

As a Team Leader, you will set the example for the Corps by knowing both the Mission Statement and the AmeriCorps pledge.

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A Commitment to Service

The NCCC program is an entity of the public trust – it is paid for entirely through taxpayers' money. Consequently, our objective is to always carry ourselves in a manner that warrants the respect, trust, confidence, and resources the people of this country have invested in us. The NCCC program is structured; it has rules and high standards for its participants and its employees. Before accepting the position offered to you, please evaluate and be certain of your willingness to comply with set standards, rules, and living conditions. If you change your mind about participating, please notify the campus immediately so that another applicant may be offered your position.

If you do accept the challenge to join us, please know that community service is not always fun. We all know that our country has issues that need to be addressed. We want you to think of your eleven months with NCCC as a commitment that you have made to serve the communities of this nation; to be fully engaged and to see the program through to its end; to be a part of the solution to some of our nation's most challenging problems; to put others ahead of your personal needs. Through your service you will make a real difference in the communities that build our country; it will be an experience you will never forget, and which may change your life from this point forward.

Getting Things Done

We take our motto of "getting things done" very seriously. Past experience and research from noted professors and public policy makers show that getting things done involves much more than simply going out and doing service. We encounter complex social issues that oftentimes cannot be solved by simply completing the short-term service that is assigned to us.

We may contemplate how we can prepare entire cities for disasters or how we can prevent future damage in areas where repeat disasters occur each year. We may question how we can help communities recover from a large scale natural disaster where homes and lives were left in shambles.

Thinking about these large problems can feel overwhelming. However, by dedicating eleven months to national service, you have provided the beginnings of a solution for this problem – community involvement and preparedness. During your time as a Corps Member your work will make a real difference, and those who benefit will not forget what you did for them. We may have a long way to go, but the way to get there is through learning, understanding, and evaluating some of these hard issues. NCCC strives to build a community of critically minded thinkers who do not simply get things done, but, more importantly, get things done thoughtfully through actions that are informed and prepared.

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Pacific Region Staff

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Moira Carpenter	Region Director
Nicole Shala	Deputy Region Director for Operations
Jim Moran	Deputy Region Director for Unit Leadership
Tanya Gipson-Nahman	Deputy Region Director for Programming
Erin Blobaum	Assistant Program Director/Training
Dustin Brown	Unit Leader
Amanda Cochran	Associate Resource Manager
Michael Coleman	Unit Leader
Debbie Creamer	Counselor
Zak Donetskov	Support Services Specialist
Sandra Erickson	Community Relations Specialist
Lauren Goudeaux	Program Associate for Region Director
James Griffin	Assistant Program Director
Joel Harmon	Residence Coordinator
Katie Keane	Member Development Associate
Carrie Hess-Greene	Counselor
Andrew Jacobs	Resource Manager
Anna Lawrence	Assistant Program Director
Amber Manko	Unit Leader
Norma Martinez	Member Support Specialist
Reynaldo Martinez	Unit Leader
Scott Murphy	Fleet Manager
Jeanine Oien	Unit Leader
Jesse Pluim	Community Relations Specialist
Griff Ryan-Roberts	Unit Leader
Ashley Sanders	Training Specialist
Masa Sugie	Unit Leader
Megan Timmens	Program Office Program Associate
Deanne Young-Reeves	Assistant Program Director

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Getting To Campus

Arrival Date

Team Leaders will report to the Pacific Region campus on **January 11, 2017**

Travel

Your transportation to and from the campus at the beginning and end of the program will be provided for you. Please complete and sign the ***Transportation Selection Form.*** The Transportation Selection Form came as an attachment with this Welcome Packet email, along with four other forms. If the form is not signed we cannot confirm your spot at the campus. All forms are due no later than **10 days after receiving this packet**.

Your contacts for travel-related questions are:
Norma Martinez Phone: (916) 640-0307 E-mail: nmartinez@cns.gov

Friends and Family Helping You Move?

If your friends or family members are accompanying you to the campus, please note that overnight guests are not allowed on campus. However, there are plenty of hotels and motels in the area.

Lodging Suggestions

(There are many other hotels to choose from; these are just a few suggestions.)
These are all 5 – 25 minutes from campus. Our address: 3427 Laurel Street, McClellan, CA 95652

⇨ *Please call to confirm current rates and other information which might have changed* ⇦

Lions Gate Hotel 3410 Westover McClellan, CA 95652 **Phone:** 916-643-6222 **Price:** $ call Swimming Pool, Fitness Center, Wheelchair Accessible, Meeting Facilities **(In same office park - closest to campus)** www.lionsgatehotel.com	**Days Inn** 3425 Orange Grove Ave North Highlands, CA 95660 **Phone:** 916-488-4100 **Price:** $ call Swimming Pool, Wheelchair Accessible www.Daysinns.com **4 miles, about 8 mins.**
Crown Plaza 5321 Date Ave Sacramento, CA 95841 **Phone**: 916-338-5800 **Price**: $ call Swimming Pool, Pets Allowed, Fitness Center, Wheelchair Accessible www.crowneplaza.com **2 miles, about 5 mins.**	**La Quinta Inn Sacramento North** 4604 Madison Ave Sacramento, CA 95841 **Phone**: 916-348-0900 **Price:** $ call Swimming Pool, Wheelchair Accessible, Motel, Hotel http://www.lq.com/lq/index.jsp **2 miles, about 5 mins.**

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Residence Inn by Marriott 2410 W El Camino Ave Sacramento, CA 95833 **Phone:** 916-649-1300 Swimming Pool, Pets Allowed, Fitness Center, Wheelchair Accessible http://www.marriott.com **12 miles, about 20 mins.**	**Hilton Garden Inn** 2540 Venture Oaks Way Sacramento, CA 95833 **Phone:** 916-568-5400 **Price:** $99.00 - $179.00 Swimming Pool, Wheelchair Accessible, Broadband Access, Hot Tub, Hotel www.hiltongardeninn.com **12 miles, about 20 mins.**
Fairfield Inn & Suites 2730 El Centro Rd Sacramento, CA 95833 **Phone:** 916-923-7472 Wheelchair Accessible, Broadband Access, Hotel http://www.marriott.com **12 miles, about 20 mins.**	**Super 8 Motel** 2654 El Centro Rd Sacramento, CA 95833 **Phone:** 916-920-4451 **Price:** $49.99 - $69.99 Wheelchair Accessible, Inn/Lodge www.super8.com **11 miles, about 20 mins.**

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Travel Options

Use the **Transportation Selection Form** to submit your travel option.

Air

- If the trip to our campus is over 50 miles, a bus ticket or an airline ticket will be purchased for you.
- The NCCC campus **will purchase the ticket for you** and contact you with your travel information by email. The campus arranges travel so that we may arrange a shuttle schedule as well as pay the government rate for the ticket.

Please *DO NOT* make your own flight reservations, *DO NOT* purchase your own airline ticket, and *DO NOT* attempt to change your airline reservation.

- Your flight information will be emailed to you approximately one to two weeks before your arrival. Since you will not receive a paper ticket – you will need to present a valid photo ID at the airline ticket counter to receive your boarding pass/ticket.
- We recommend that you contact the airline a day or two before your flight to inquire about recommended pre-flight arrival times to the airport as well as any luggage limits. The general recommendation is to arrive two hours prior to your flight, to allow time for checking in, clearing security, and boarding your plane.
- NCCC is not responsible for any additional charges by airlines for exceeding baggage limits/weights, so please check with the airline before heading to the airport.

Bus

- If the trip to our campus is less than 50 miles, a bus or train ticket will be purchased for you.
- Your ticket will be sent via U.S. mail or UPS.
- **NCCC will purchase the ticket for you. Please *DO NOT* make your own reservations, *DO NOT* purchase your own ticket, and *DO NOT* attempt to change your reservation.**

Personal Vehicle (POV)

- If you choose to drive your personal vehicle to Sacramento please plan to arrive by 12:00 PM to begin in-processing on January 11, 2017.
- Please be aware, however, that you cannot drive your vehicle to service assignments and that we are not responsible for damage, theft or loss. There is a parking lot on campus where your vehicle can remain while you are away on service assignments.
- The NCCC campus will reimburse you for the mileage you drive from your home of record to the campus at a rate of **54¢ per mile, up to a maximum of $275**. Mileage will be calculated using the Rand-McNally Road Atlas. Additional travel costs (hotels, etc.) are at your own expense.
- If you bring your vehicle you must possess and present a copy of a valid driver's license (one that will not expire while you are here), copy of current registration, a safety inspection sticker if required by your state, and proof of insurance.
- We have adequate parking for vehicles; however, we are not responsible for damage to, or theft of your vehicle or items contained within it.
- If you experience any complications or personal emergencies that might prevent you from arriving before 12:00 PM please call Norma Martinez at 916-640-0307.
- See driving directions on page 9.

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Arrival in Sacramento, California

- **Sacramento International Airport -** Travelers will fly into Sacramento International Airport on Tuesday, January 11, 2017 and will be met by AmeriCorps NCCC representatives. When you arrive, follow the signs to "Baggage Claim." **Please check-in with the AmeriCorps NCCC representative before getting your luggage.**

- **Greyhound Bus Station -** Please look for AmeriCorps NCCC reps (holding signs) that will be waiting there to pick you up.

- **Drivers** - Drivers should plan their trip to safely arrive on campus by 12:00 PM on January 11, 2017. Follow the directions provided on next page to check in at Building 943.

Travel and Paperwork Timeline

- **DUE IMMEDIATELY –** The deadline to submit your **Transportation Selection Form (along with the other required forms)** to the campus is **10 days** from the date you receive this Welcome Packet. *The mailing date of welcome packets is tracked.* You must complete and return your form on time or you may lose your spot at the campus. Fax numbers: 916-640-0303 or -0308.

- Approximately one to two weeks before your scheduled arrival you will receive your duffel bag (for packing belongings). See page 14 for information about the duffel bag.

For you to receive your duffel bag in a timely fashion, please make sure that your contact information is up-to-date. If you have a change in any of your contact information within this period of time, please email changes to Norma Martinez at nmartinez@cns.gov and please include your full name, phone number and address in the email.

- **Approximately one to two weeks before your scheduled arrival** if you are flying to campus, you will receive your travel information. Travel itineraries will be sent by e-mail (**email is the quickest & preferred method**); tickets for bus transportation will be sent via US mail or UPS. In order for you to receive this information in a timely fashion, please make sure that we have correct contact information for you. Please keep your portal updated and notify Norma Martinez by email at nmartinez@cns.gov of any changes.

- **Approximately a week before your scheduled arrival,** you will receive a call and/or email from a staff member who will share any last minute information with you and be available to answer your questions. Please keep your contact information current.

- **Team Leaders arrive** January 11, 2017, this is your travel and arrival date on campus; remember, you must arrive by 12:00 PM if driving.

- **Within 10 days of arriving** – You will receive reimbursement for mileage to the campus. If you traveled more than 50 miles in your personal vehicle to get to the airport or bus station, you will be reimbursed for that as well. This distance is calculated by Rand McNally's shortest distance at .54¢ per mile. You will also be reimbursed for the first checked bag at the rate the airline carrier charges. Over weight/limit fees will not be reimbursed. Remember to keep your receipt to submit for reimbursement.

The **Transportation Selection Form (and other forms)** can be found as a link in the email you received with this Welcome Packet.

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Driving Directions to the Pacific Region Campus
3427 Laurel St., McClellan, CA 95652
(916) 640-0307 (916) 640-0303/0308 Fax

Be sure to review your trip with a map to familiarize yourself with the metropolitan area.

From the North:

- Take **I-5 SOUTH** towards Sacramento, CA.
- Exit **I-80 EAST** towards Reno.
- Exit Watt Avenue. Turn left (north) at stoplight.
- Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Avenue**
- Turn right on **Skvarla** (first right).
- Building 943 is on the right. You will see signs directing you to the proper place to begin your in-processing.

From the South:

- Take **I-5 North** towards Sacramento, CA.
- Exit **I-80 EAST** towards Reno.
- Exit Watt Avenue. Turn left (north) at stoplight.
- Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Avenue**
- Turn right on **Skvarla** (first right).
- Building 943 is on the right. You will see signs directing you to the proper place to begin your in-processing.

From the East:

- Take **I-80 WEST** towards Sacramento and San Francisco.
- Exit Watt Avenue. Turn right (north) at stoplight.
- Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Avenue**
- Turn right on **Skvarla** (first right).
- Building 943 is on the right. You will see signs directing you to the proper place to begin your in-processing.

From West:

- Exit **I-80 EAST** towards Reno.
- Exit Watt Avenue. Turn left (north) at stoplight.
- Follow approximately one mile. You will see signs to McClellan Business Park. Turn left on **Palm Avenue**
- Turn right on **Skvarla** (first right).
- Building 943 is on the right. You will see signs directing you to the proper place to begin your in-processing.

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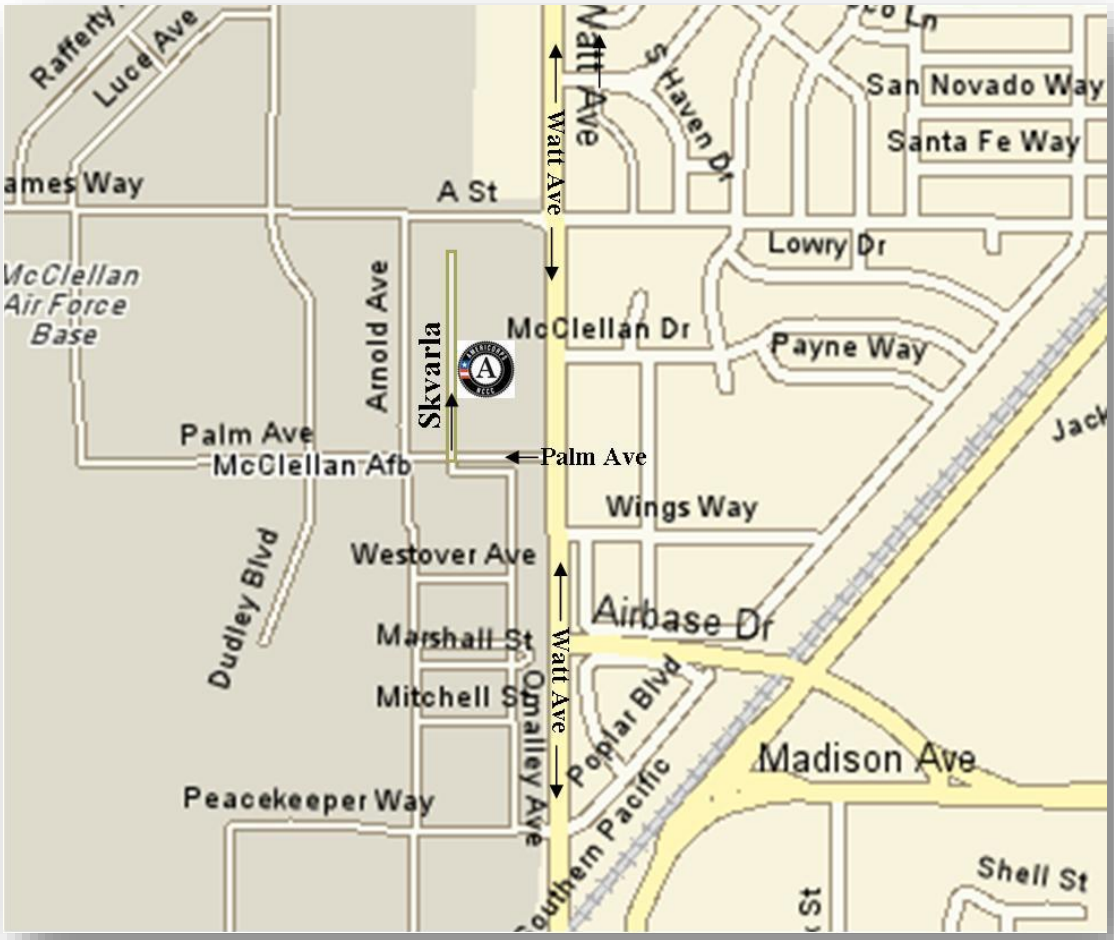
Pacific Region Campus
3427 Laurel St., McClellan, CA 95652
(916) 640-0307



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Frequently Asked Questions about Getting To Campus

Q: Are there limits to the personal belongings I can bring?

A: Yes, you may bring only what will fit in the duffel bag that we have supplied to you. The duffel bag will be mailed to you approximately two weeks before your scheduled arrival to campus. You may also bring a school-sized back pack. You must also bring a padlock for the duffel bag; this will be used after your arrival on campus. You must still ensure that your duffel bag meets airline weight limits and regulations for checked baggage. Check with the specific airline for more guidance, as you will be responsible for any additional costs for exceeding baggage weight. You will receive reimbursement of the baggage fee for your duffel bag (if a fee is charged).

Q: May belongings be mailed before I arrive on campus?

A: No. It's important that Members bring only what will fit in the **duffel** bag received from AmeriCorps NCCC. You will vacate your dorm room when deployed to your project after CTI. So everything must go back into the duffel bag which will be stored on campus. When traveling to service assignments, each member of your team is limited to items that will fit into your red bag (issued at in-processing). The red bag measures approximately 22" h x 10"d x 15" w.

Q: Is there anything special I need to have with me upon my arrival at campus?

A: Yes. When you check in upon arrival you will be asked to provide two forms of identification. At least one form of identification must be a valid state issued ID. We will make a copy of your driver's license or ID upon arrival. All members possessing a valid driver's license are required to bring a three year driving history. Please be sure to have this information readily available at in-processing.

HIGHLIGHTS FROM THIS SECTION

- **Forms** are due within **10 days of receiving this packet**.
- You will not receive your travel information until approximately 1-2 weeks before your travel day! Don't panic…We promise we will get you here!
- Your travel information will be emailed, as well as updates or other information; please be sure to provide a current email address and check email at least once daily.
- If you bring a personal vehicle, you will not be reimbursed until you arrive on campus.
- You may bring only what will fit in the duffle bag that we will send to you.
- Don't forget to have your documents ready to hand in at in-processing.

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WHAT TO EXPECT ON ARRIVAL

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Your First Few Days on Campus

January 11, 2017

This schedule is subject to change:

10:00 - 2:00 PM **Arrival of Team Leaders – Bldg. 922**
Begin in-processing.

12:00 – 2:00 PM **Lunch – Bldg. 922**
A bag lunch will be provided.

2:15 - 2:35 PM **Campus Tour – Start at Bldg. 922**

2:45 - 4:10 PM **Welcome to the Pacific Region – Bldg. 943**

4:30 - 6:00 PM **Team Leader/Staff Dinner – Bldg. 943**
If you miss dinner due to travel delays there will be extra bag lunches available.

Welcome/In-Processing will be organized into stations. Staff will guide you through each station.
In-processing will require your attention and we thank you for your patience in advance. Upon your arrival to campus, if you arrived from the airport or bus station you will unload your luggage first in a designated location; you will then be guided to check-in at Building 922, where you will receive your in-processing checklist.

1st Day

- **You will need to show** your valid driver's license or government issued photo identification.
- **A short orientation.** You will receive an orientation folder with helpful information.
- **Room assignments.** We will verify your name, give you your room assignment and keys, and receive a short orientation on dormitories & facilities from the Residence Coordinator.
- **NCCC Identification card.** We will take your picture for your identification card.
- **Moving into your Room**: After you receive your room key you will be able to start moving your items into your room. If you arrived from the airport or bus station, you will go back to where member luggage was unloaded and stored when you were first dropped off. If you drove to the campus, you can now unload your items from your car. Team Leaders will be available to assist you with your luggage.

1st Week

- Uniform fitting and issue, boot sizing, and issuance of other gear.

  Please be aware that these items are paid for with tax payer money and you are responsible for taking care of your issued gear; should you leave the program for any reason before graduation you will be required to return all items issued and will be held financially accountable for missing items.

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A LINK TO ACCESS FORMS MAY BE FOUND IN THE EMAIL YOU RECEIVED WITH THIS WELCOME PACKET.

Please choose only **one** method to submit your paperwork.

If sending by mail: NORMA MARTINEZ, MSS
AMERICORPS NCCC
3427 LAUREL STREET
MCCLELLAN, CA 95652-1014

Fax: (916) 640-0308 or -0303

Email: nmartinez@cns.gov
Please identify yourself by *including your full name, "**Class 23 FEMA TL** " in the subject line*

All paperwork should be returned together within 10 days

- ☐ Transportation Selection Form
- ☐ Media Consent for Release of Information
- ☐ Acknowledgement of Receipt of Welcome Packet
- ☐ Emergency Contact Information

If you have any questions you may contact:
Norma Martinez at 916-640-0307/nmartinez@cns.gov.

***** NOTE*****

Please choose only **one** method to submit your paperwork.

Forms may be submitted in one of three ways:

1. Complete the .pdf attachment and email to nmartinez@cns.gov
   (be sure to also include your full name, Class XXI in the subject line)
2. Fax: (916) 640-0303 or -0308
3. Mail: Norma Martinez, MSS
   AmeriCorps NCCC
   3427 Laurel Street
   McClellan, CA 95652-1014

   If you choose to mail your forms make sure that you have affixed sufficient postage and have allowed adequate time for mailing.

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PREPARING FOR NCCC FEMA

Packing List

Please have your documents ready to hand in at in-processing

- ☐ Copy of a valid driver's license (front and back) or other government issued identification*
- ☐ Pair of extra thick socks for boot fitting
- ☐ Members driving to Campus must bring proof of insurance and current vehicle registration

  ***Two (2) forms of identification are required for FEMA in-processing which occurs about two weeks later.**

Suggested Clothing & Footwear

- ☐ **Pants, jeans, shorts**
  - A few outfits of casual (everyday) clothes – pants, shirts, dresses, etc. You will mainly wear these on weekends and in the evening after work.
- ☐ **Shirts, sweaters**
- ☐ **Personal undergarments** (including sports bras for females)
- ☐ **Thermal underwear** (silk or polypropylene works best)
- ☐ **Rain jacket, winter coat, gloves, hat (no logos)**
- ☐ **Workout clothes** (up to 5 days/week in training, 3 days/week during the rest of the year)
- ☐ **Athletic shoes**
- ☐ **Other shoes: hiking, casual, dress** (must be closed-toe and closed-heel to wear with uniform when work boots are not required)
- ☐ **Socks:** athletic, casual, dress, and thick socks to wear in steel-toed work boots
- ☐ **Bathrobe & flip flops:** You will share a communal shower room
- ☐ **White**, **gray**, or **black** long-sleeved, plain shirts to wear under your uniform on cold days
- ☐ **Other clothing of your choice –** what you would normally wear during various seasons, but on a smaller scale

NOTE ABOUT THE DUFFEL BAG

Space is limited in the dorms; members may bring only what will fit in the AmeriCorps NCCC duffel bag. You will wear your uniform during training and on workdays during your service year. While some casual clothing items are useful, you will not need to bring an extensive wardrobe. Weekends and evenings are normally the only times you will be out of uniform. Also, do not bring large amounts of bulky or expensive personal items.

Feel free to personalize/embellish your duffel bag to make it distinct and easy to identify throughout the year.

Other

- ☐ **Dishware:** Plate, bowl, cup, fork, spoon, butter knife, cup and water glass. **We will not provide any dishware for meals**; you will have a couple of days after arriving on campus to purchase your set or you may bring it with you.
- ☐ **Bedding:** Sheets, blankets & pillow. Linens should fit a standard twin-sized bed.
- ☐ **Alarm clock:** a portable one that you may bring on SPIKE is best
- ☐ **Personal toiletries:** deodorant, shampoo, soap, toothbrush & toothpaste, hair dryer, shaving cream and razor, etc.
- ☐ **Medications (at least a 30 to 60 day supply)**

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Other Suggested items

- ☐ **Long distance phone card, and/or cell phone with charger**
- ☐ **Towels & washcloths**
- ☐ **Eyewear:** sunglasses, extra pair of glasses, contacts, contact solution
- ☐ **Hangers**
- ☐ **Soft or collapsible laundry hamper and laundry detergent**
- ☐ **Writing utensils and notebook**
- ☐ **Water bottle**

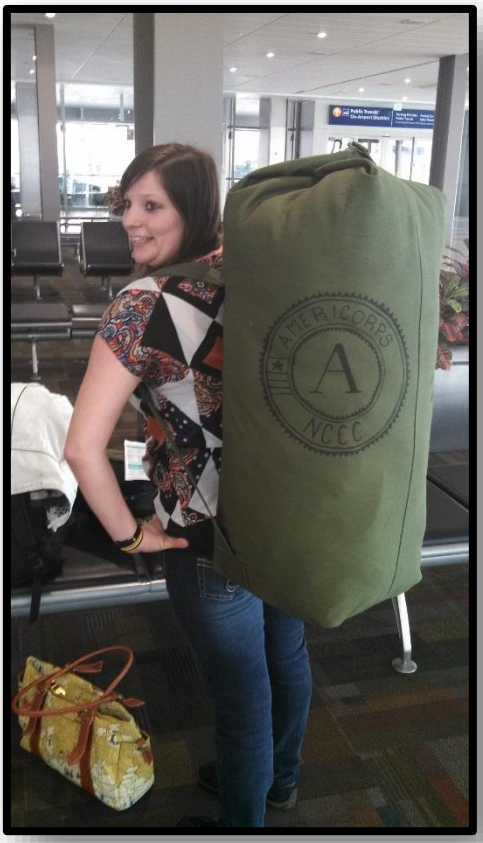
You may purchase items after you get here; shopping trips to local department stores will be arranged. Members will also have access to the Base Exchange, just walking distance from the dormitories.

Optional Items

- ☐ **E-mail address:** You will typically have Internet access while on campus, and on some service assignments. We suggest setting up a free e-mail account.
- ☐ **A "Club" or other security device for your car:** Highly recommended if you will bring your personally owned vehicle.
- ☐ **Drivers: extra set of keys for your car**
- ☐ **Insect Repellent / Sun Block**

The following items are <u>not allowed</u> due to a concern for your safety and that of the community:

- Hot plates, microwaves, broilers, rice steamers, or cooking appliances
- Alcoholic beverages/paraphernalia
- Drugs or drug paraphernalia
- Pets (not even fish, only rocks)
- Candles or incense
- Space heaters
- Weapons (knives longer than 3", guns, or anything that could be used as a weapon)



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Uniforms

You are required to wear a uniform. Uniforms are issued to Team Leaders as a part of in-processing. Uniforms must be worn properly and at all times when on duty. Duty times include all service days, training days, team, unit, and community meetings, while on desk or driver duty, or any other time when representing AmeriCorps NCCC. Members will be issued the following garments:

2 pairs of black BDU pants
2 pairs of tan BDU pants
1 pair of khaki shorts
1 short-sleeve polo shirt
2 short-sleeve green T-shirts with AmeriCorps NCCC
1 long-sleeve green T-shirts with AmeriCorps NCCC
1 hooded sweatshirt
1 pair of steel toed work boots
1 black belt
1 black wool cap, ball cap
1 neck gator
4 Blue FEMA Polo's
2 Blue FEMA SS T-shirts
1 Blue FEMA hoodie
1 Blue FEMA windbreaker
1 Blue FEMA hat
*1 red backpack for traveling
*1 winter parka (as needed)
*1 pair coveralls (as needed)
*1 rain suit (as needed)

These items must be returned at the end of your term of service.

Please be aware that these items are paid for with tax payer money and you are responsible for taking care of all your issued uniform items and gear. If you are dismissed or leave before your term of service officially ends, all items you received from NCCC must be cleaned and returned. You may be held accountable for missing items. Otherwise, you may keep your uniform items (with the exception of those with asterisks) at the end of the year.

The normal uniform for Team Leaders consists of a red shirt and the BDU pants. The type of service assignment will determine which uniform is to be worn. Work tasks, location and special occasions will determine what uniform will be worn. Further guidance will be provided.

Safety considerations will always prevail in determining the type of footwear to be worn. FEMA Team Leaders will generally wear their issued black boots, but may at times wear closed-toed and closed heel shoes. Sandals are not permitted at any time while in uniform. Socks must be plain white or black only. When in uniform, only NCCC-issued headgear may be worn.

You will receive other accessories during in-processing, such as bandanas personal protective equipment and more. Specific guidelines about how to wear the uniform will be discussed during Corps Training Institute (CTI), and can be found in the Member Handbook.

HIGHLIGHTS FROM THIS SECTION

- You will need to provide your own place setting for meals.
- Required forms came as a separate attachment with this Welcome Packet email.
- Bring extra thick socks to prevent blisters when first wearing your steel toed boots

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We will collect these documents from you at in processing

- A valid driver's license or other state issued identification (we will make a copy)
- Vehicle registration (if you drive your car to campus)

Team Leaders are required to be van driver certified. Make to bring a current three year driving record with you to campus. Most driving records may be obtained by calling or visiting the website of the department of motor vehicles in your state (you may also find your state motor vehicle department at: onlinedmv.com). There may be a small fee involved. ***This can often take several weeks to obtain. Please plan accordingly***. When requesting your driving record, ask for your driving history for the **past three years.**

Reminder About FEMA Identification Requirement

AmeriCorps NCCC FEMA Team Leaders will undergo additional in-processing with FEMA Staff approximately two weeks after arrival. Members are **required to have two (2) forms of identification for FEMA in-processing.** See **insert** **towards the end of this Welcome Packet** for details about acceptable forms of identification.

Banking

All AmeriCorps NCCC members are required to set up direct deposit in order to receive their living allowance. Funds are automatically deposited into your account on designated dates; you will receive a schedule of these dates when you arrive on campus. Members may access their funds through automatic teller machines, bank cards, check writing, or other banking services (i.e. teller services).

TASK TO COMPLETE BEFORE COMING TO CAMPUS

Log into your My AmeriCorps portal account now at **https://my.americorps.gov/mp/login.do** and enter your bank account and W-4 tax information prior to coming to campus. Entering this information will ensure that you will receive your first living allowance payment on time, provided you have entered correct information.

If you do not presently have a checking account or desire to establish a new account once you arrive on the campus, there are banks in the local community that you may possibly use. **You are required to receive your living allowance via direct deposit.**

Another option is purchasing a pre-paid debit card (places such as Target and Wal-Mart offer these) and using this card for your direct deposit. ***Before you purchase the card confirm that it can be used for direct deposit****. If you have questions, contact Norma Martinez, nmartinez@cn.gov – make sure to identify yourself as an AmeriCorps NCCC Class 23 Team Leader.*

You will not receive your first living allowance payment until approximately three weeks after you arrive, provided you have entered correct banking information. **This is not required**, but it is a good idea to have about $150 - $200 available to you to cover expenses until your direct deposits have started; this is not a requirement, just a suggestion. ****** See page 30 for more specifics on your living allowance.

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Vehicle Registration

Privately owned vehicles (POV) must be registered with campus personnel. Members driving to campus with a private automobile must have the following information to register their vehicle:

- A valid driver's license
- Current vehicle registration
- Proof of insurance
- A safety inspection sticker, if your state requires it

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Mandatory Drug Screen

THIS IS A DRUG FREE PROGRAM! ANYONE TESTING POSITIVE FOR AN ILLICIT DRUG DURING THE INITIAL DRUG SCREENING AT IN-PROCESSING WILL BE IMMEDIATELY RELEASED FROM THE PROGRAM!

Upon arrival, you will undergo the following:

- Urine test for diabetes
- Urine drug screening
- Vaccination for tetanus/diphtheria.
- Skin test for tuberculosis (TB)

HIGHLIGHTS FROM THIS SECTION

- These are the items you will need to bring with you for arrival day and in-processing:
  - Valid driver's license or other government issued identification
  - Vehicle registration and insurance information (If you brought your vehicle)
- Prior to arrival, go online to the My AmeriCorps portal and enter your banking and W-4 tax information
- If you do not wish to use your current bank account to receive your living allowance, you will have the opportunity to sign up for a new account with a local bank of your choice.
- We are not responsible for personally owned vehicles being broken into or stolen from the parking lot. **You must bring with you to Campus proof of insurance, registration, and a valid driver's license.**
- You will undergo a drug screening upon arrival. Also, random drug testing will occur throughout your term of service.

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Corps Life

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Your Contact Information

Even though you will be traveling and changing locations on a frequent basis, we strongly encourage you to keep in touch with family and friends. Here is how they can reach you.

Mail

This will be your address for your eleven months of service. Family and friends may address items to you as follows:

YOUR NAME, NCCC-FEMA Class 23 TL
AmeriCorps NCCC
3427 Laurel Street
McClellan, CA 95652

It is recommended that you get in the habit of paying your bills online or over the phone. Due to a minor delay in your receipt of mail from our sorting process, especially when you are living off site, you may not receive bills as quickly as you do at home.

Also, due to the size of our organization, the U.S. Postal Service will not forward mail to you from here to your next address at the end of the program, even if you submit a forwarding order. It is also recommended that you do not forward mail via the postal service from your current residence to the address above, as items may get lost or delayed. You will need to call all institutions from which you regularly receive mail and change your address with each of them at the beginning and end of the program.

Getting Mail While on Service Assignments

Of course you will not always live on campus in Sacramento. However, you may consider the above address as your mailing address for the full eleven months. Once a week, most of the mail received at the above address will be sent to you wherever your team is serving, with the exception of magazines and packages. Only in the case of an emergency (money, medications) will packages be forwarded to your service assignment site, due to the added cost of re-shipping. All mail that is not forwarded to service assignment sites will be held for you until you return to Sacramento for transitions between service assignments.

Emergency

In the event of an emergency you may be contacted through your Team Leader and/or Unit Leader. These contact numbers will be provided to you upon your arrival. It will be your responsibility to communicate these phone numbers to necessary family members.

NCCC Staff

The Pacific Region Staff can be reached between the hours of 8:00 AM and 5:00 PM Pacific Time Monday – Friday at 916-640-0300.

Cell Phones

Personal cell phones are permitted, but you are required to keep them turned off during trainings, work hours, and team meetings.

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About the Sacramento Campus

McClellan Park is the site of the AmeriCorps NCCC Pacific Region campus. The Pacific Region campus is located in Northern Sacramento, about a twenty minute drive from the California State Capitol. AmeriCorps NCCC FEMA Team Leaders serve throughout the country on disaster response and recovery operations.

The residence halls, with a maximum capacity of approximately two to three people to a room, consist of two, three-story dormitories which house Team Leaders and Corps Members. Every two rooms share a private shower and toilet.

Just across the parking lot from the dormitories is Building 922, which houses the administrative offices, meeting rooms, training rooms and storage areas. The first floor is dedicated to the Region Director, Deputy Region Director of Operations, Deputy Region Director of Programs, Deputy Region Director of Unit Leadership, Resource Manager, Member Support Specialist, and Support Services Specialist. The second floor accommodates the Community Relations Specialist, Assistant Program Directors, Training and Member Development, and the Counselors' offices and the third floor houses the Unit Leaders.

When on campus, Members prepare and eat most of their meals at a dining facility located a short walk from the dormitories. Personal autos are welcome on campus, with ample parking immediately outside the dorms. Public transportation is available and accessible.

About McClellan Business Park

McClellan Park is the home of the AmeriCorps NCCC Pacific Region campus. It is located 13 miles from downtown Sacramento, where you will find many local landmarks including the California State Capitol, Old Sacramento (which has the largest concentration of historic buildings in California), and many museums. The city also hosts the Sacramento Kings basketball team, and the Triple-A Baseball Team, The River Cats. The campus is also a two hour drive to beautiful Lake Tahoe and Reno, Nevada to the east, as well as San Francisco and the Napa wine country to the west.

Since the 1930s, McClellan Air Force Base had been synonymous with its Air Force legacy as an aircraft repair, maintenance, and operations depot. On August 30, 2000, the Sacramento County Board of Supervisors approved a plan to convert the base from military to civilian use. In July 2001, the Air Force Base closed and McClellan Business Park began full-fledged operation. The AmeriCorps NCCC Pacific Region campus, which moved from San Diego to Sacramento in August 2001, is one of over 150 organizations and businesses that currently occupy the 3,065 acre property with more anticipated in the final plan. Additional information may be obtained at: www.mcclellanpark.com.

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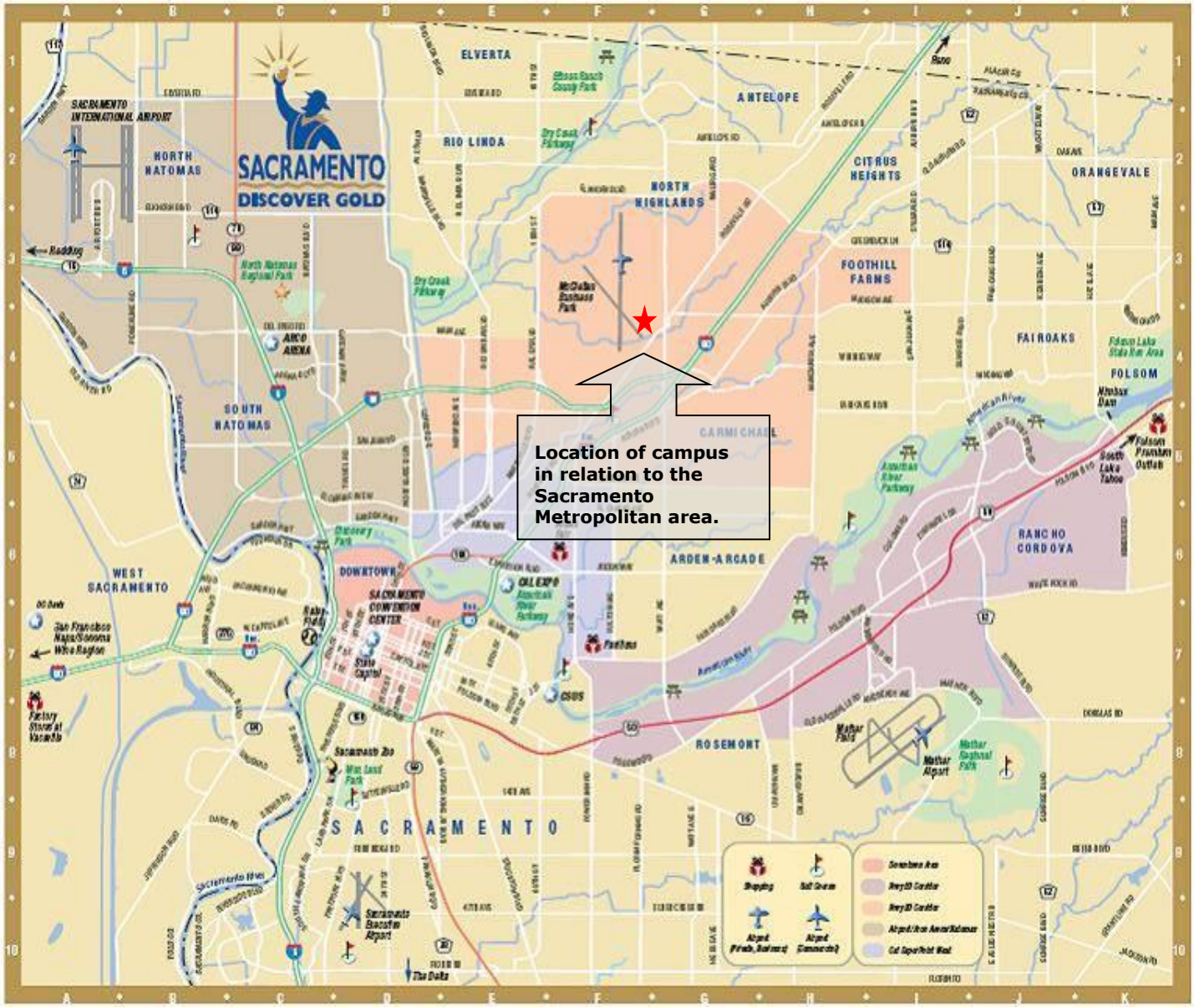
Sacramento Area Map



More information may be found at:
http://www.cityofsacramento.org/visiting_sac.htm

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Getting Around

Sacramento has a public transportation system. These include Sacramento Regional Transit and Light Rail systems. The nearest bus stop is less than one block from the dormitories. The nearest Light Rail station is approximately one mile away. System operating times and routes are available online at the Sacramento RT website: http://www.sacrt.com/

SACRAMENTO REGIONAL TRANSIT General RT information please call: (916) 321-BUSS (2877) or for the hearing impaired: TDD 483-HEAR (4327)

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Residence Halls

Front view of a dormitory at the Pacific Region Campus.

The housing is similar to a college dormitory. You and one or two roommates will share a room that has a small closet, a wardrobe cabinet, a secretary/dresser cabinet, lamps, end tables, and twin beds (furniture may vary from room to room). The rooms have a small refrigerator and a sink. You and your roommates will share a bathroom with another three-person (same gender) room. There is a TV lounge, computer lab, a small fitness room, a game room, and a laundry room in each dorm building. Each room has heating and cooling, fire sprinklers, and smoke detectors.

You are expected to adhere to all community rules and regulations. This includes daily cleaning of your room and common areas. All rooms are subject to both regular and random cleanliness inspections (for health and sanitation purposes). This means that rooms must be maintained and inspection ready at all times.

The dorm rooms are small, and you will be issued uniforms and other gear, so it is suggested you do not bring too much extra gear with you. Cars are welcome at the campus, though you may not drive your own vehicle during duty hours or to service assignment locations.

There is a 10:00 PM to 6:00 AM quiet hours policy, as well as a policy of no overnight guests, or unaccompanied guests. Everyone is expected to be respectful of the buildings, furnishings, and their fellow dorm mates.

Note: AmeriCorps NCCC is not responsible for personal items.

Inside a dormitory room

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Phones

Each dormitory building has three courtesy phones for Members' use. Only outgoing calls can be placed. *We recommend you bring a calling card.* You will be given numbers for your family to contact you in case of emergencies. Cell phones may be brought and used only during non-duty hours. They may not be used, unless authorized, during duty hours.

LOUNGE IN DORMITORIES

TEAMS ARE EXPECTED TO KEEP COMMON AREAS CLEAN

There are free washers and dryers for you to use. You are responsible for providing your own laundry supplies and for keeping the laundry room tidy.

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Dining Facility

While on campus, Members will prepare and eat most of their meals in the dining/meeting facility located in Building 943 near the dormitories. **Members with special eating requirements/dietary needs should be prepared to supplement their diet on their own.** Members may choose to eat outside of the provided dining facility at their own expense. The campus is less than one mile from various fast food and other restaurants. When you are on service assignments, you will usually prepare your own meals with food purchased for the team. Food expenses are taken care of by NCCC.

Building 943 where
Members prepare & eat their meals with
their teams.

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Safety & Sanitation

We want to maintain a safe and healthy living environment for all members and Team Leaders. AmeriCorps NCCC members are responsible for maintaining a safe and sanitary residential living environment.

Members are responsible for the cleanliness of their private rooms on a daily basis. In order to make sure that members are maintaining their rooms, room inspections are enforced and conducted randomly. Inspections are an overall check for the health, safety, and cleanliness of each room.

Unit Staff will manage discipline for failed inspections. Inspections will be completed by a two-person staff team to ensure the security and privacy of personal property.

Room inspection standards are as follows:

- Bed: neatly made
- Desk: neat and orderly
- Floor: clean; no clothing, trash or debris
- Refrigerator: no spoiled foods or odors
- Sink/vanity/mirror area: clean and neat; vanity uncluttered
- Trash containers: empty and clean
- Prohibited items include: candles, incense, flammable materials, hot plates, broilers, rice steamers, illegal drugs or any paraphernalia, ashtrays, alcoholic beverages and/or containers, pornography, or weapons
- Fire and/or Safety Hazards include: Extension cords (surge protector type multi-outlet cords are authorized, but there can be no more than one to an outlet), electrical cords, piles of clothing, open, unwrapped food or food containers, electrical appliances such as coffee makers, hair dryers, irons, etc. plugged in when not in use
- No clothes or scarves over lamps
- Nothing can be attached to or hanging from the ceiling or in windows

Drug and Alcohol Policy

The Pacific Region campus facilities, service assignments sites and government vehicles are drug and alcohol-free. Use of alcohol by anyone on campus, in the residence halls, service assignment housing sites, work sites or in a government vehicle, or at any time while in uniform, **regardless of age**, will result in disciplinary action, including possible suspension or dismissal from the program. **Responsible** use of alcohol is permitted only if you are at least **21 years of age**, not on duty, and you are away from NCCC property and service assignment sites. Underage alcohol use is against the law and will not be tolerated.

Smoking or other tobacco use is not permitted in or near the entrances of the residence halls, dining facility, or the administration building. There is a designated smoking area outside the buildings, on non-campus property. Tobacco use (including smoking, chewing, and other forms) is not allowed on service assignment sites or in NCCC vehicles.

AmeriCorps NCCC has zero tolerance for illegal drug use. You will undergo a drug screening upon arrival as part of a physical exam. Urinalysis drug screening will also occur randomly throughout the eleven months of service. Urinalysis testing and searches of campus facilities can also be done if probable cause exists. Anyone testing positive for illegal drugs will be immediately dismissed from the program. Drug paraphernalia found in a person's possession will lead to dismissal as well.

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Security and Visitors

Caution and awareness are critical to your safety. Your safety is of utmost importance to us**.** Each night there will be a Team Leader on duty.

Members are allowed to bring a car or motorcycle to the campus. We are not responsible, however, for personally owned vehicles being broken into or stolen from the parking lot. Members with personal vehicles are also encouraged to purchase a "Club" or other theft deterrent for their vehicles, as their vehicles will be left in the parking lot for long periods of time while they are on their service assignment.

Guests may not stay overnight in the residence halls. However, there are many hotels/motels near the campus where family or friends can stay. All visits must be worked around your work schedule.

Physical Fitness

Physical training (PT) is required and an important part of the AmeriCorps NCCC experience. PT will be required four times per week during Team Leader Training and Corps Training Institute (CTI), and a minimum of three times per week after CTI. After CTI, PT activities will usually be determined by the PT Coordinator and monitored by the Team Leader. Each dormitory building has a small fitness room. At their own expense, Team Leaders may obtain access to the gym and exercise facilities at a commercial fitness center, located approximately four blocks from the dormitories.

The Pacific Region campus challenges Team Leaders to improve their physical condition during the program by conducting periodic baseline fitness assessments. At the beginning of CTI Team Leaders will have their first baseline testing which includes a timed 1.5 mile run, and will do as many sit-ups in two minutes and push-ups in two minutes as they can, in addition to a sit and reach flexibility test. The test will be repeated at mid-year and end of year, so members can measure their improvement.

Free Time

If there aren't any team or Corps obligations (i.e., working on the service assignment site, team meetings, training sessions, all-Corps events, etc.) unscheduled time is free. There is often free time after dinner and on weekends. NCCC Members will be expected to adhere to all community rules and regulations. However, the schedule is subject to change and Members must remain very flexible throughout the program.

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Benefits

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Living Allowance

The Corps Member living allowance is $181.44 before taxes. Members receive their living allowance every two weeks by direct deposit, on Fridays. You will receive your first allotment approximately three to four weeks after you arrive on campus. **Direct deposit is mandatory**.

You will receive a complete schedule of living allowance pay dates during in-processing. Your personal finances are your responsibility. If there is a payroll error, it is your responsibility to keep track of your living allowance payments and balance, and to work with your bank and NCCC staff to resolve any issues.

As a suggestion, it is recommended that you have about $150 - $200 available to you to cover expenses until your direct deposits have begun. Please plan accordingly for your first month in Sacramento.

Health Care Benefits

As a member, you are entitled to an exclusive health benefit care plan designed by the Corporation for National and Community Service (CNCS). The AmeriCorps Health Benefit Plan provides you with 24 hour health care coverage effective upon your entry into AmeriCorps NCCC; this benefit will automatically terminate at midnight on the date you exit the program.

The AmeriCorps Health Benefits Plan is not a health insurance policy and does not satisfy the individual responsibility mandate requirement of the Affordable Care Act (ACA). Under ACA guidelines, you may be required to purchase health insurance; please visit the government health insurance marketplace at www.healthcare.gov for more information if you do not already have health insurance.

The AmeriCorps Health Benefit Plan is a limited benefit plan that covers medical office visits, most lab and x-ray services, limited preventive care (e.g., an annual ob-gyn visit for women), emergency dental and vision, medical emergencies, surgical and hospitalization expenses, maternity care and most prescription drug costs. You will be responsible for the $5.00 co-pay for each medical office visit. The plan does not cover pre-existing conditions or care for dependents.

The AmeriCorps Health Benefit Plan provides a prescription drug program in combination with your health care benefits. There is $5.00 co-pay for each prescription filled at a pharmacy. While pre-existing conditions are not covered, most pre-existing prescriptions are covered.

It is important to note that there are exclusions to your covered benefits.

Benefits are not paid for pre-existing conditions. A pre-existing condition is any condition or illness for which medical treatment was given, or a diagnosis was made, on or before the effective date of coverage. Please visit the website to get complete information on all exclusions.

Medical and other health insurance documentation required upon arrival to campus.

Upon arrival to campus you will be required to complete paperwork with the details of other health coverage your may have for medical, dental or vision insurance. Please make sure to bring your private insurance card.

Education Award

After completing the full eleven months and **1,700** hours of service you will receive an Education Award of $5,815. This award may be applied to future schooling tuition, or to existing qualified student loans. Additional information on how you access this award and places you can use it will be distributed near the end of the program.

Please refer to the AmeriCorps NCCC Member Handbook for details.

Forbearance of Qualified Student Loans (federally backed loans)

Members who enter AmeriCorps NCCC with a qualified student loan are eligible to apply for forbearance. If you hold a qualified student loan in your name upon entering the program and wish to place the loan in forbearance, you may process your request through the My AmeriCorps web portal. You will have an opportunity to do this after you arrive on campus. You may also consider additional repayment plans with low payments based on income.

Even if your loans qualify for forbearance**, this forbearance does not take effect until you are enrolled in the program (arrive at the campus and in-process). THEREFORE, IF PAYMENTS FOR YOUR LOAN ARE DUE ANYTIME BEFORE YOUR TERM OF SERVICE START DATE, YOU ARE RESPONSIBLE FOR MAKING THOSE PAYMENTS. We suggest you contact your lender prior to your service to verify qualification for forbearance through AmeriCorps NCCC.**

Please refer to the AmeriCorps NCCC Member Handbook for further details.

WHAT IS FORBEARANCE?

Loan forbearance is an in-service benefit for AmeriCorps members and it means you do not have to make payments on your qualified student loan(s) while you are serving in AmeriCorps NCCC. Although interest will continue to accrue on any loans you have placed on forbearance, you do not have to make interest payments. However, upon successfully completing the program, the Corporation for National and Community Service will pay the interest accrued during the eleven months of your AmeriCorps NCCC service.

You will have the opportunity to apply for loan forbearance **after you have reported to campus** and the accrued interest payment after graduation via the My AmeriCorps portal. The accrued interest payment will be made directly to your lender.

AmeriCorps NCCC Childcare Benefits Program

A child care benefit is available to custodial or joint-custodial parents. The benefit is available to pay for eligible expenses related to child care while you are active in service; the maximum amount of child care assistance a member can receive is up to $400 per child per month. Members who qualify for this benefit will need to complete the necessary forms and provide proof of dependent children (i.e. birth certificate).

Please contact the Norma Martinez at 916-640-0307/nmartinez@cns.gov prior to your arrival if you are interested in applying for this benefit. You may find more detailed information about the AmeriCorps Child Care Benefit application process at http://www.americorpschildcare.com/ or call 1-855-886-0687.

Personal Days

Team Leaders receive **3 paid personal days** – these are days that you can take off when you would normally be working on a service assignment. The use of personal days must be pre-approved by the Team Leader and Unit Leader. Members wishing to use their personal days must complete a Leave Request Form and submit it to their Team Leader at least two weeks prior to the first day of time off being requested.

Members also receive 2 paid days off to use for "Life After AmeriCorps" activities. Members should use the same process as that for personal days to request "Life After AmeriCorps" days. Any additional time requested will be without pay and at the Region Director's discretion.

Sick days do not count as personal leave days. Members are responsible for making up the service hours they miss while on leave, except for "Life After AmeriCorps" activities, which they earn hours for.

Vacations/Holidays and Training Calendar

The full NCCC FEMA calendar is not yet available at the time of this packet's publication, but will be distributed to incoming members as soon as it is finalized.

AmeriCorps NCCC observes official Federal Holidays. However, in some cases, members may often work on various holidays due to the requirements of the service assignment or cost effectiveness of travel.

During the course of the year there will be mandatory "**All Corps Service Days**" that occur on Saturdays. On All Corps Service Days the whole Corps participates in a selected service assignment.

Please note that disaster relief is a high priority for AmeriCorps NCCC. You may be required to respond to a disaster at any time during your eleven months of service, which may alter any published calendars.

NCCC FEMA Training Calendar - 2017

Team Leader Arrival on Campus	**January 11**
Team Leader Training (TLT)	**January 11 – February 7**
Corps Training Institute (CTI)	**February 8 – March 8**
Induction	**March 8**
FEMA Specific training	**March 9 – March 16***
First Deployment	**March 17***

**Dates are subject to change*

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Frequently Asked Questions about Corps Life

Q: How are roommates assigned?
A: Roommates are assigned randomly. Only same gender matches are made for all rooms. People who are placed on the same team are generally not assigned as roommates. **You will not receive your room assignment until you arrive on campus.** Roommate assignment may be subject to change.

Q: Will there be any free time?
A: You will have free time when there are no team or Corps obligations – i.e., working on the service assignment site, training, service learning activities, team meetings, or other all-corps events. There is generally free time after work and on weekends, although during training you will likely have some six-day weeks and/or evening sessions. Service assignments may frequently go beyond an eight-hour work day, and may have unique work schedules (i.e., Tues – Sat., working from 11:00am – 9:00pm), and you will have to be flexible to the needs of the service assignment.

Q: Will I be given any personal or sick days?
A: You are allotted five personal days, to be used for any occasion (after the conclusion of Corps Training Institute), and two "Life After AmeriCorps" days, to be used with permission to plan for the future, take tests, or go on job interviews. You will be issued sick days on an as-needed basis due to illness or medical treatment. **It will be up to you to make up any hours not worked due to the use of personal leave or sick leave.** If you need to take more than three personal days, you need prior approval from the Region Director, and you will not be paid for these extra days off.

Q: Will there be any breaks?
A: **The exact dates of these breaks will be announced when they are available.** All travel at these times will be at your own expense. All residence halls and service assignment housing will remain open - you are not required to leave. **Please remember that you may be called to a disaster relief operation during any of these breaks.**

Q: Will I have holidays off?
A: AmeriCorps NCCC observes most Federal Holidays indicated on the pay schedule calendar in your Service Leadership Planner. You may be asked to work or travel on these days depending on the schedule of your service assignment and the cost effectiveness of travel or lodging.

Q: Can I take classes at night or work a part-time job?
A: No. The varying service assignments and schedules, including service assignments that will be located in states throughout the region will prevent you from committing to responsibilities involved with outside classes or part-time jobs.

Q: What are AmeriCorps NCCC disciplinary standards?
A: The NCCC Member Handbook includes all NCCC rules, policies, and procedures, which are intended to benefit our Members and the community organizations we serve. **We will review the NCCC Member Handbook** and other campus policies during the initial training period; however, **you are ultimately responsible for understanding the policies and knowing their appropriate consequences if not followed.** You will receive a copy of the Member Handbook at campus.

Q: Will I be issued any supplies?
A: You may be issued a sleeping bag, sleeping mat, and a backpack to use while on service assignments. Work-related items, such as gloves, earplugs, tool belts, safety goggles, will also be issued out as needed. *Please be aware that these items are paid for with tax payer money and you are responsible for taking care of your issued gear; should you leave the program for any reason before graduation you will be required to return all items issued and will be held accountable for missing items.*

Q: What about my hair, jewelry and piercings?
A: Hair color must be **a natural looking color (i.e., it may be dyed, but not pink, green, blue, etc.) and not spiked or in a mohawk.** The only visible jewelry allowed while in your AmeriCorps NCCC uniform is bracelets, watches, and stud-type earrings or hoops smaller than a dime. Any jewelry worn in the ears must be **studs or solid plugs only - no open plugs, bars, or dangling earrings**. This is for safety concerns. **Facial piercings**

are not allowed; may wear clear or flesh-toned spacers while in uniform. Necklaces may be worn, but they must be worn under the shirt. Visible necklaces (including choker-style) are not allowed. Some information regarding uniforms is on page 16, and a full overview of uniforms will be covered when you arrive.

Q: How will I receive my living allowance?
A: The living allowance is paid to members by direct deposit only. You will receive an allowance of approximately $150.00 (after taxes) bi-weekly on **Fridays**. **The first living allowance payment is made approximately three weeks after your arrival.** Your living allowance will be deposited directly into your bank account provided you have entered your banking information in your portal account on time and entered it correctly. It is recommended that you set up your direct deposit before coming to campus. You may enter your **bank account information through your portal account.**

Q: Will I have medical coverage?
A: Yes, but it is important to remember that it is **not insurance**. We are a federal agency and are self-insured. We offer limited health care coverage for injuries and illness that occur during your service year. Hospitals will take care of serious problems; otherwise, a local medical provider may be seen for other urgent medical care needs. **Pre-existing conditions are not covered. It is required that all members keep their current insurance or obtain health insurance to cover medical costs related to those pre-existing conditions.** Members pay a $5.00 co-pay for doctor office visits. You may use a private doctor as long as they are part of the First Health network, otherwise you may have to pay for the visit at your own expense. There is $5.00 co-pay for each prescription filled at a pharmacy. See page 30 or visit: https://americorpsnccc.imglobal.com/ for more information.

HIGHLIGHTS FROM THIS SECTION

- **All NCCC facilities, housing, service assignment sites and government vehicles are drug and alcohol-free.** Possession or use of alcohol by anyone, regardless of age, will result in appropriate disciplinary action, including possible suspension or dismissal from program.
- You will receive your room assignment when you arrive.
- You will receive your first living allowance payment by direct deposit approximately three weeks after you arrive. Please be sure you have entered your direct deposit information in the portal and plan accordingly for your first month in the program.
- **Pre-existing conditions are not covered by the AmeriCorps health plan.** It is recommended that all members retain their own health insurance to cover medical costs related to pre-existing conditions and preventative health coverage.
- You will receive your education award, and information on how to use it towards the end of your service year.
- Cell phones are permitted on campus, but you may not use them for personal calls during on-duty hours.

MEMBER DEVELOPMENT & TRAINING

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Service Learning

Many members arrive on campus with the desire to begin their community service immediately, enthusiastic to get the year underway. However, preparation and training are essential so that you and the communities you serve will have the best possible experience. It is also important that you understand how participation in the NCCC program relates to the larger goals of active citizenship and community engagement.

The method that we use to facilitate this understanding is called service learning. Service learning is a methodology through which members acquire the knowledge and skills needed to perform community service assignments and gain an in-depth understanding of the value and impact of their work. Through ongoing reflection, service learning encourages participants to consider why certain needs and issues exist in a community and in what ways service assignments address those needs and issues. This critical thinking will also help you to recognize how the knowledge, skills, and awareness gained in the NCCC will enable you to continue to help solve community problems long after your term of AmeriCorps service is complete.

AmeriCorps NCCC incorporates service learning into service assignments in many ways. The training given prior to a service assignment is only one example. Your service learning experience will continue to evolve throughout the duration of your service assignments. Not only will your practical skills develop, but you will learn more about the organization with which you are working and, ideally, connect with the community in which you are living.

At the conclusion of a FEMA Corps service assignment, each team writes a service assignment portfolio. The portfolio will capture what your team has learned and accomplished on its service assignment. The experience you will have with a service assignment promises to leave you enriched in many ways, contributing to your personal and intellectual growth.

Training

After in-processing and orientation, the first month will be devoted primarily to Team Leader Training (TLT) and preparation for the arrival of Corps Members. This period is an intensive training program designed to prepare you for the upcoming year of service. TLT is a time for all Team Leaders not only to learn about NCCC's policies, procedures, and functions, but also to get to know staff and other Team Leaders and learn how they will aid you throughout your year. You will receive training on leadership, team management and planning for your Team Leader or Support Team Leader role. TLT will also provide you with skills that will enable you to do your job and prepare you for your role as a Team Leader.

Please note that time off will not be allowed during TLT or the Corps Training Institute.

A SAMPLE DAY DURING TLT *(subject to change)*

5:25 AM	Assemble (muster) for Physical Training
5:30 - 6:30 AM	Physical Training
6:30 - 7:45 AM	Shower, Breakfast, Prepare for Day's Activities
8:00 AM - 12:00 PM	Morning Training (classes, workshops, team activities, etc.)
12:00 - 12:45 PM	Lunch
12:45 - 5:00 PM	Afternoon Training
5:00 - 6:30 PM	Dinner

In addition to TLT, you will receive further training during Corps Training Institute (CTI) and transitions. Transitions are short periods of time (generally 5 days) that fall between project rounds. Most NCCC project rounds last eight to eleven weeks. Transition is not a break or vacation – you will be expected to attend trainings, meetings, and participate in project preparation. The types of training you will receive during these periods may range from acquisition of information and skills that will enable you to do your job in the safest manner, to team building and leadership development.

In addition to the training that you will receive during CTI at the Pacific Region campus, you will also receive job-specific training through FEMA. This training will occur both during CTI and on most project sites you will serve on.

We are confident the experience you bring to AmeriCorps NCCC, in combination with the new skills we will teach you, will prepare you to be a leader in your community this year and in the future.

Independent Service Projects (ISPs)

Independent Service Projects are an integral part of our program, and an opportunity for members to supplement their service experience with work that they may not get a chance to encounter otherwise. Members are encouraged to go into local communities and contact non-profit organizations to develop ISP opportunities. ISPs must be pre-approved by a Unit Leader and be performed so as not to interfere with the member's regular, team-based service assignment. More information about ISP's will be discussed during CTI.

Members are required to complete a minimum of 10 Stafford Act ISP hours, which are credited toward a member's service requirement. If a member earns more than 40 Stafford Act ISP hours, those hours will be tallied and may be counted toward the President's Volunteer Service Award. Team Leaders are exempt from ISP requirements. However, if a Team Leader chooses to perform ISPs, they will be held to the same standards and must meet the same requirements as members.

Additional information on ISPs can be obtained from Unit Leaders and will be discussed during CTI, including review of the National Standard Operating Policy for FEMA Corps ISPs.

Examples of Stafford Act ISPs

- Debris removal
- Emergency mass care
- Demolition of eligible unsafe structures

Examples of Non-Stafford Act ISPs

- Local museums
- Habitat for Humanity
- Run to Feed the Hungry
- Sacramento Food Bank

Member Development and Life After AmeriCorps (LAA)

Throughout the year, AmeriCorps NCCC offers the opportunity for Members to explore their options for "Life after AmeriCorps." There are trainings, discussions, activities and more throughout the year to provide valuable information ranging from resume development, interview skills, money management, careers in disaster response, short-term adventures, and a variety of other career options. Presenters include AmeriCorps NCCC staff, alumni, as well as other friends of the program. Staff members are available throughout the year to assist with résumé development and refinement. **You are also granted two LAA Days during your service year with which you can pursue future plans.** Please note that you will be held accountable for your activities during your LAA Days.

Frequently Asked Questions about Member Development & Training

Q: Will AmeriCorps NCCC help me get my GED if I do not have a high school diploma?
A: Yes. Guidance and support will be provided for members working to complete their GED or its equivalency.

Q: What happens after CTI and FEMA Academy?
A: You will participate in a variety of educational experiences and complete service learning activities once you are deployed to various service assignments.

Q: What type of training, education and personal development will I receive?
A: During your eleven months of service, you will be developing your skills while you serve communities. You may be called upon to share personal achievements, cultural experiences, or special interests and abilities. Your Team Leader will meet with you one-on-one throughout the year to discuss your goals, aspirations, and performance in AmeriCorps. **Professional development is also a part of the AmeriCorps NCCC experience.** Upon conclusion of a service assignment, your team will complete a portfolio and present the challenges and successes of the service assignment to staff. **All members will develop a résumé commemorating their experience in order to successfully complete the program.**

HIGHLIGHTS FROM THIS SECTION

- Service learning is enhancing an educational principle through public service. At NCCC, service learning involves enhancing service through awareness and knowledge.
- You will be granted two Life After AmeriCorps (LAA) Days to pursue future plans. You will be held accountable for your activities during your LAA Days.

AmeriCorps NCCC Pacific Region
NCCC FEMA Corps Team Positions

Back to TOC

Each team has several positions or roles for Corps Members to fill during their AmeriCorps NCCC experience. These different positions and roles provide members the opportunity to enhance the overall program, share the workload that comes with sustaining a strong cohesive team, and grow personally and professionally through increased responsibility.

Each team assigns at least one primary Corps Member to each of the available positions described below (subject to change) for the whole year; all roles will be represented on each team.

Recruiter
Recruiters serve as recruitment liaisons/marketing assistants for the NCCC program. Corps Members are in a prime position to educate other young people about the NCCC experience and the opportunities it offers. Recruiters share their NCCC experience in support of the recruitment efforts of the organization. They are responsible for educating the community about the NCCC program by conducting presentations on and distributing information about AmeriCorps NCCC. They also help with social media.

Environmental Liaison
The mission of the Environmental Liaison is to reduce negative environmental impact and promote environmental stewardship on their team through education and sustainable lifestyles. The Environmental Liaison will be responsible for implementing best practices regarding water usage, food waste and storage, energy conservation, vehicles, reusing, and recycling. They are expected to have a researched plan prior to service assignment deployment, modify their plan appropriately upon arrival at housing site, and increase environmental stewardship goals every round. They are expected to track quantified results, meet with their team to define goals, and report out to the Staff and STL POC at the end of each service assignment.

Life After AmeriCorps Representative
The Life After AmeriCorps (LAA) Representative is available to assist Members in acquiring knowledge and resources to enhance career development, in turn, developing leaders beyond the AmeriCorps NCCC term. These skills include effective communication, interviewing, networking, cover letter writing, and career research. The LAA Representative should be self-motivated, with the ability to give and receive constructive feedback. The LAA Representative will work with their team, Team Leader, and Staff POC to correctly identify the needs of the team and organize resources accordingly. The LAA Representative will facilitate team activities to develop and enhance these hard and soft skills to better prepare all Members for development of their futures.

Media Representative
The Media Representative tells the AmeriCorps NCCC story in communities where the team is serving. Working closely with the Community Relations Specialist, the Media Representative writes press releases, letters to the editor and articles, and disseminates these items to a variety of media outlets, including newsletters, newspapers, and magazines, as well as radio and television stations. They also take pictures, work on a yearbook page, write articles for the campus newsletter, and help with social media.

Peer Helper
Peer Helpers assist their teammates, Team Leaders, and other Members with personal issues and/or challenges. Peer Helpers assist the Team Leader with team challenges and mediation. All Peer Helpers receive an initial training with the Pacific Region's campus Counselor, as well as on-going training throughout their service year. They are expected to have regular contact with the campus

Counselor to assess the needs of individual Members and/or the team. In addition, they are expected to act as a positive role model to the Corps.

Physical Training (PT) Coordinator
In consultation with the Team Leader, the Physical Training (PT) Coordinator is responsible for developing and implementing the team's PT plan and schedule. The PT Coordinator is responsible for coordinating and leading the team in physical conditioning exercises and providing nutritional guidance for team meal preparation. The PT Coordinator will also track results of baseline fitness assessments to show team and individual improvement based on set goals.

Service Learning Initiator (SLI)
Service Learning Initiators (SLIs) serve as the overall coordinators for team service learning opportunities while working on a service assignment. This involves coordinating and completing the Service Learning Development Plan, identification of service learning opportunities in the implementation of the plan, facilitating reflection activities on a weekly basis, ensuring team orientation and training, and documenting the service learning that occurred on the service assignment.

Vehicle, Safety & Tools (VST) Coordinator
The VST Coordinator plays a significant role in ensuring the safety and well-being of the team during their service experience, as well as overseeing the maintenance of program property issued to the team. A VST Coordinator is responsible for assisting the Team Leader and team with monitoring the team's vehicle(s), safety practices, and issued tools. The VST Coordinator helps to ensure that teammates understand and follow proper safety procedures at the worksite and housing site, as well as in assigned vehicles. The VST Coordinator supports vehicle and tool maintenance, and is a resource for information about proper usage of tools.

FEMA Corps Roles

In addition to your team roles, you will be trained in specific roles related to disaster preparedness, response and recovery, and emergency management. These are subject to change each year with the possibility of additional roles being added.

The FEMA Corps Members will be in one of the following positions:

- PA Project Specialist Trainee
- Disaster Recovery Center Specialist Trainee
- IA Applicant Services Program Specialist Trainee
- Mass Care/Emergency Assistance Specialist Trainee
- VAL Specialist Trainee
- IA Reports Specialist Trainee
- Logistics Specialist Trainee
- Logistics System Specialist Trainee
- Community Relations Specialist Trainee

AMERICORPS NCCC FEMA CORPS SERVICE ASSIGNMENTS

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Service Assignment Information

- Your service year will be divided into three service assignment rounds.
- The work hours for the team will be determined by the service assignment that they are assigned to. This can range anywhere from 12-14 hours per day during disaster response, to working close to a regular work week (Monday through Friday, 8:00 to 5:00).
- Service assignment lengths can vary from one day to up to three months. The average length of a service assignment is 8 -11 weeks.
- Teams will work solely with FEMA.
- Teams will be trained after CTI by FEMA in specific task positions in order to respond to national disasters. Teams will respond to disasters in any state or U.S. territory. Teams will also work in FEMA both in the Region and anywhere throughout the county during their term of service.

SERVICE ASSIGNMENTS

- During service assignments, the team will establish temporary housing accommodations in the community where the service assignment is being conducted.
- You should come prepared to live in a variety of situations!

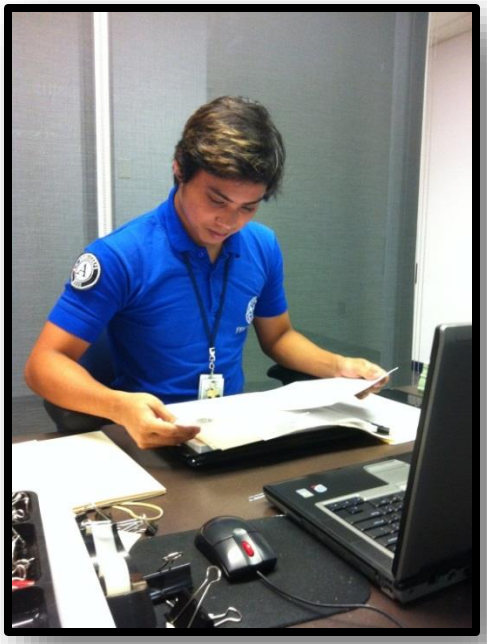
Example of a completed service assignment

Of course, all Corps Members enter the program anticipating the start of their first service assignment. What will my team work on? Where will we go? Below is an example of a service assignment with FEMA.

Examples of housing

- Camping
- Large tents
- Church basements
- Apartments
- Cabins in state parks
- Youth hostels
- Floor of an old armory
- Extended Stay Hotels

FEMA Disaster Recovery Centers – Initial Response to the Oso Landslide
Bothell and Oso, Washington
In March 2014 after President Obama declared the Oso landslide a major disaster, AmeriCorps NCCC – FEMA Corps team Blue 3 was deployed to Bothell, WA. Initially, Blue 3 reported to the FEMA Region 10 office, but was later reassigned to the Joint Field Office (JFO) where the Members supported logistics, planning, operations, and reporting tasks. Blue 3's tasks included helping maintain the facility, providing supplies, developing action plans, conducting meetings, and assisting with daily reports. The team also interacted with survivors by providing information, emotional support, and assisting with registration for Federal Assistance. In these interactions the Members listened intensely to survivor's stories to determine their needs, as well as refer them to other organizations such as the American Red Cross, Disaster Unemployment Assistance, Small Business Administration, and others based how they were affected by the disaster. Throughout their deployment, the Members of Blue 3 worked alongside AmeriCorps NCCC and Conservation Corps Members, and formed strong bonds with survivors, FEMA staff, first responders, volunteer organizations, and many others. In April when President Obama visited the community to deliver a speech, two Members of Blue 3 had the opportunity shake the President's hand as he thanked them for their service.



Frequently Asked Questions about NCCC Service assignments

Q: Can I pick my service assignment?
A: Staff selects service assignments for teams based on a variety of factors, including community needs, variety in FEMA-identified needs and areas.

Q: How many service assignments will each team do?
A: Each team will typically serve on a minimum of three service assignments during the program year, but if needed a team may serve at the same location throughout their service term.

Q: How do teams get to service assignments?
A: Teams travel to the service assignment in a 12- or 15-passenger van. All Team Leaders and some team members will be certified as van drivers. Certified drivers must attend a driver's class and take a driver's test at the campus. Only certified drivers are permitted to drive the NCCC vehicles. You cannot take your personal vehicle on a service assignment.

AmeriCorps National Civilian Community Corps
Pacific Region

AmeriCorps NCCC FEMA Corps Group Site

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CONNECTING WITH NCCC FEMA CORPS
IT'S EASY TO BE IN THE KNOW!

The Pacific Region campus wants you to be successful next year! We want you to know what to expect when you arrive in January and to be excited about the people and opportunities that AmeriCorps NCCC will provide for you.

Do you have questions about campus life that you'd like answered by Pacific Region staff?

Would you like to get to know some other Members of NCCC FEMA before you arrive in January?

How about arranging to meet up with other NCCC FEMA Members in your area for coffee or setting up a carpool to the campus if you plan to drive?

Well, after you read your entire Welcome Packet….here's the place to do it!

The Pacific Region has set up a Facebook group to facilitate all of these discussions. Join today to connect with NCCC FEMA and prepare for the adventure of AmeriCorps NCCC Pacific Region.

This is not a required action but hopefully a way for FEMA to connect.

Questions? Email jpluim@cns.gov or call 916-640-8168.

Welcome Packet Forms

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FORMS MAY BE FOUND BY [CLICKING HERE]

Use only one method of submitting your forms. If you fax your forms, please do not also mail forms. You will receive an email confirmation within 5 business days that your forms have been received. You will also receive updates and other information by email.

The forms that you must submit within 10 days are:

1. TRANSPORTATION SELECTION FORM
2. CONSENT FOR RELEASE OF INFORMATION
3. ACKNOWLEDGEMENT OF RECEIPT OF WELCOME PACKET
4. EMERGENCY CONTACT INFORMATION

Timely receipt of your completed forms confirms your position at this campus.

PLEASE MAKE SURE TO FOLLOW THE INSTRUCTIONS FOR COMPLETING AND SUBMITTING YOUR FORMS BACK TO THE CAMPUS.

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FEMA Requirement of Acceptable Forms of Identification

Approximately two after arrival, all FEMA Corps Member must to undergo a formal background investigation in order to obtain a security clearance. Security clearances are required due to the sensitive nature of the service members will be performing with FEMA.

1. All members will receive a packet in the mail prior to their departure for Campus. This packet will contain documents that must be completed and returned within the timelines specified in order to conduct a financial history and credit check.
2. After arriving to Campus or during FEMA-specific training, Members will be issued FEMA identification cards, laptops, and other communications-related equipment. In order for these items to be issued, each member must provide two forms of identification. Acceptable forms of **unexpired** identification include:

Documents to Establish Identity and Employment Authorization:

a. US Passport or US Passport Card
b. Permanent Resident or Alien Registration Receipt Card w/photo (I-151 or I-551)
c. Foreign passport with temporary I-155 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
d. Employment Authorization Document with photograph (I-766)
e. Nonimmigrant aliens authorized to work with a specific employer incident to status, a foreign passport with I-94 or I-94A bearing the same name as the passport with unexpired endorsement of nonimmigrant status and the employment does not conflict with any restrictions or limitations identified on the form.
f. Passport form the Federated States of Micronesia or the Republic of the Marshall Islands with I-94 or I-94A indicating nonimmigrant admission under the Compact of Free Association with the United States.

Documents to Establish Identity:

g. Driver's license issued by a state or outlying possession of the US, with photo or information such as name, date of birth, gender, height, eye color, and address
h. ID card issued by a federal, state, or local government agency or entity with photo or information such as name, date of birth, gender, height, eye color, and address
i. US Driver's license
j. US Military ID Card (Reserve, National Guard, or dependent)
k. US Coast Guard Merchant Mariner Card
l. Native American Tribal Document
m. Driver's license issued by a Canadian government authority

Documents to Establish Employment Authorization:

n. US social security card issued by the Social Security Administration, other than a card stating it is not valid for employment
o. Department of State Form FS-545, Certification of Birth Abroad
p. Department of State Form DS-1350, Certification of Report of Birth
q. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the US, bearing an official seal
r. Form I-197, US Citizen ID Card
s. Resident Citizen of the US Identification Card (Form I-179)
t. Employment authorization document issued by Department of Homeland Security

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