



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	March 22, 2000	NETC 3300.4

Administration of Active Volunteer Firefighting Program

1. Purpose. This instruction contains the United States Fire Administration policy and procedures for release/dismissal (late arrivals and early dismissals) of employees to participate as active members of local volunteer fire departments in firefighting and emergency service activities in the local community.

2. Applicability and Scope. The provisions of this instruction are applicable to all Federal Emergency Management Agency (FEMA) employees assigned to the National Emergency Training Center (NETC) who are also active volunteer firefighters.

3. Supersession: This instruction supersedes NETC Instruction 3300.4, Administration of Active Volunteer Firefighting Program, dated February 5, 1999.

4. References.

a. FEMA Manual 3300.3, Absence and Leave Policy

b. Title 5, Code of Federal Regulations (CFR)1, Part 610, Hours of Duty and Part 630, Absence and Leave.

c. FEMA Instruction 1030.2, Delegation of Authority for Personnel Administration, dated November 9, 1983.

d. Memorandum from Department of Labor, dated November 12, 1991, regarding Federal Employees' Compensation Act (FECA) for employees of FEMA while engaged in duties as volunteer firefighters.

5. Definitions.

a. Active Member. A member in good standing who participates fully in all fire department training and suppression activities without legal or administrative restrictions placed against the individual by law or department regulations.

b. Local Volunteer Fire Department. A volunteer fire or ambulance activity in a community in close proximity to Emmitsburg, Maryland, which provides fire suppression or ambulance services to the community.

c. Emergency Call. The activation of the local volunteer fire department by the County Emergency Communication Center which results in either an emergency response or a non-emergency response.

6. Policy.

a. Active members of the local volunteer fire department may be released by his/her supervisor to respond to emergency calls provided the work assignments can be accomplished within timelines and at the level of quality expected by the supervisor.

b. Active members of the local volunteer fire department who are dismissed to respond to emergency calls are prohibited from travel to the fire station or the emergency scene in a U.S. Government-owned or leased vehicle.

c. Absences permitted by the supervisor for employees to respond to emergency calls are considered Administrative leave. This time is not to be charged to the employees' annual or sick leave.

d. Individuals excused to respond to emergency calls, must return directly to work upon conclusion of the emergency.

e. FEMA cannot participate in or encourage recruitment of its employees to serve as volunteer firefighters.

(1) Employees seeking administrative absence under the provision of this instruction must be an active member of the local fire department.

(2) Employees are paged by beepers belonging to the local fire department or provided at their own expense.

(3) The employees are under the supervision and control of the local volunteer fire department while responding to a call and until return to FEMA duty station.

(4) FEMA employees responding as volunteer firefighters are not in performance of duty as Federal employees for workers' compensation purposes while responding to emergencies or otherwise participating in volunteer firefighter activities.

7. Procedures. Documenting Leave Requests and Maintaining Time and Attendance Records.

a. Administrative leave must be requested by submitting SF-71, Application for Leave. When it becomes necessary to take administrative leave for an emergency situation, employees are required to notify their immediate supervisors, or designee, of the need for such leave.

b. If the need for administrative leave arises before the start of the work day, the employee, or designee, is required to notify the supervisor of the emergency situation no later than 2 hours after the start of the employee's regularly scheduled workday. Documentation of the administrative

leave must be completed by the employee on an SF-71, Application for Leave, immediately upon return to FEMA duty station.

c. Supervisors will monitor the administrative absences granted to ensure that abuse does not occur.

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