



## DOE Emergency Responder Volunteer Application

The Department of Energy's Emergency Response Program is a voluntary initiative for full-time DOE federal employees, offering specialized training and the opportunity to deploy in support of federal disaster response operations. By joining the Energy Responder Program, federal employees can play a vital role in helping communities and survivors recover in the aftermath of disasters.

### Training Requirements

- Once selected, applicants will be required to complete training before entering the program. The **applicant's home office is responsible for covering labor costs** during the training. DOE CESER provides travel funds for any in-person training.

Training	Delivery Method	Time commitment	Frequency	Required
Pre-requisite Training		4 FEMA and 6 DOE online courses	14 hours (self-paced; time varies per person)	One time
Initial Training		Six live webinars, 2½ hours each	15 hours	One time
Refresher Training		Online or in-person instruction	2 - 3 days if online 4 - 5 days if in-person	Annually
Engagement Webinars		Live webinars	2 - 3 hours	Quarterly
				Optional

### Readiness and Deployment Expectations

- Readiness:** Members selected to serve in the Energy Emergency Response Program must be prepared to deploy within 48 hours of being activated.
- Deployment Duration:** Typical deployments last up to 14 days including travel days. Workdays are 7 days a week in a fast paced environment. The 12 - 14 hour shifts may be days or nights depending on FEMA's staffing requirements.
- Deployment Costs:** The responder's home office covers regular time costs. The FEMA mission assignment reimburses the responder's overtime and travel and per diem costs. Responders from Power Marketing Administrations (PMAs) are reimbursed for all regular, overtime, travel and labor costs.
- Field Conditions:** Deployments may be to physically austere locations with operationally challenging environments. Conditions may include limited or no air conditioning, heating, or ventilation, lack of electricity, extreme weather, restrictions on water usage, and shared sleeping quarters.
- Travel Arrangements:** The Energy Responder's home office is responsible for arranging and authorizing travel through DOE's Travel Management Service (TMS) following its own processes, procedures, and internal controls. Travel is initially booked under the responder's home office line of accounting (LOA). CESER establishes a travel LOA under the FEMA mission assignment and provides it to the responder to file the travel voucher(s) or perform travel corrections.
- Travel Policies:** Energy Responders must comply with all DOE and FEMA travel policies and procedures throughout their deployment.
- Administrative Support:** DOE CESER's Response Preparedness and Support Team assist responders with travel reimbursements, time sheets, and other administrative matters during deployment.

### For Questions or More Information

Questions: Contact [DOEESF#12@hq.doe.gov](mailto:DOEESF#12@hq.doe.gov)

More Information on the DOE ESF #12 Emergency Responder program:  
<https://www.energy.gov/ceser/esf-12-emergency-responders>



## Contact Information

Full Name \_\_\_\_\_ Position/Title \_\_\_\_\_

DOE Program Office \_\_\_\_\_ DOE Site Office \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Email \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Email \_\_\_\_\_

## Requirements

Yes    No

- I am a DOE Federal employee
- I have a government cell phone
- I have my supervisor's approval to register and if accepted, complete the required training

Yes    No

- I have a government travel card
- I have a government laptop
- If selected, I am willing and able to deploy for up to 2 weeks at a time and work 7-days a week on 12-14 hour shifts.

**Tell us why you're interested in joining the Energy Emergency Response Program**

**By signing below, I acknowledge that I have read and understand the Energy Emergency Response Program Requirements including the responsibilities and expectations of the responder's home office.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Supervisor Signature

Please attach a copy of your resume.