report to the designated APHIS office on your first day of work.

- Appointment Affidavit, SF-61
- Request for USDA Identification Badge, AD-1197 (please bring proof of identification listed on the form)
- Employment Eligibility Verification, I-9 (section 2)
- Occupational Medical Monitoring Program Occupational Exposures (APHIS Form 29)

On Your First Day

1. Fingerprints will be taken when you report for duty.
2. You may be required to take a medical monitoring and fit test, depending on the actual deployment and/or potential job hazard exposure. This test is for your own safety and health. If the job requires it, APHIS will arrange for the test, and you would then review the test/screening results prior to deployment.

Travel and Reimbursement Steps

Your travel will be handled through GovTrip, a database that facilitates travel for all Federal agency personnel. GovTrip is used to arrange all aspects of transportation and to receive reimbursement after traveling. The basic steps to this process are as follows:

1. The NAHERC member provides information to set-up a GovTrip profile.
2. APHIS staff handles the member's travel authorization, including flight and lodging.
3. After the trip, the member submits a list of itemized expenses and receipts for reimbursement.
4. APHIS staff settles a travel voucher for the member.

Using GovTrip

GovTrip, the Federal online travel service, streamlines the Federal travel authorization, reservation, and claims voucher process. APHIS and USDA Farm Service Agency staff will assist you in setting up a GovTrip profile and will handle your travel authorization. The NAHERC Coordinator will setup an account so that you can be reimbursed for your lodging, per diem, and other expenses. APHIS will pay for your flight (although you will need to send in your receipt).

To be reimbursed, you must submit a request to the NAHERC Coordinator with the "from and to" destination, as well as a list of itemized expenses by date and category, accompanied by all receipts for lodging and expenses of $75 or higher. Payment will be made to your pre-designated bank account. Because meals are based on the Government per diem rate, receipts for these expenses are not necessary.

Contact Information

NAHERC office: (301) 851-3517
NCAHEM office: (301) 851-3595
General fax: (301) 734-7817
E-mail: NAHERC@aphis.usda.gov
http://naherc.aphis.usda.gov
www.usajobs.gov (keyword "NAHERC")

National Animal Health Emergency Response Corps

What To Do When You Are Activated

Protecting Animal Health
Protecting Our Communities

United States Department of Agriculture
Animal and Plant Health Inspection Service

Before Activating

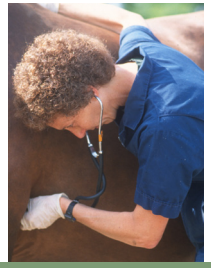
When you are asked to become a National Animal Health Emergency Response Corps (NAHERC) member, you have a choice about whether you wish to deploy. However, your decision needs to be made quickly. If the timing or the assignment is not right for you, you may decline the assignment.

If you choose to accept the assignment, you become a temporary Federal employee with the U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS). Travel, lodging, overtime, and workers' compensation are provided throughout your deployment.

Ready To Deploy?

Before deploying, there are some basic questions to think about to make sure you're fully prepared for the assignment:

- Have I completed Incident Command System (ICS) training?
- Have I made emergency arrangements for my family and my veterinary practice?
- Do my skill sets match this mission—am I comfortable with the assignment?
- Do I have personal items ready to go (i.e., medicine, glasses, clothing, etc.)?



Pre-Deployment Checklist

In preparing for deployment, you'll need to make sure that all of your personal affairs are in order before you go. Use this handy checklist as a guide.

- Emergency contact numbers have been given to family and veterinary practice staff members.
- Bank account management has been arranged.
- Routine bill payment (utility, car payment, mortgage, insurance, etc.) has been arranged.
- Power of attorney (i.e., general, special, medical) has been arranged.
- Transportation details (keys, registration, insurance, etc.) for family members have been arranged.

What To Pack

The following items should be in a kit that is ready to go in the event of an emergency. The contents can vary depending on the individual and the event.

- Medications (prescription and over-the-counter)
- Two or three work outfits
- Appropriate off-duty clothing
- Tennis shoes/walking shoes
- Lightweight rain gear
- Underclothing/socks
- Sunglasses and sunscreen
- Ball cap or other appropriate hat
- Photo identification cards
- Personal hygiene items (eyeglasses, contacts, etc.)
- Small flashlight with spare batteries
- Small pocket/utility knife
- Cash (ATM may not be operational)
- Electronic equipment, computer/printer, cell phone (as needed)
- Pillow (travel size), alarm clock, sleeping bag, and shower shoes (as needed)

NAHERC Member Activation Steps

1. The APHIS Human Resources Office will confirm your appointment by e-mail approximately 3 days before you need to report for duty.
2. Complete the online orientation process, which takes about 4 hours.
3. Fill out and submit the Declaration for Federal Employment form (OF-306) if you do not already have the form on file.

Pre-Deployment Documents

Before the first day of work, you must complete the following forms and fax them to the NAHERC Coordinator at (301) 734-7817. For copies of these forms, go to www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/checklist.shtml.

- Employee Address (AD-349)
- Employee's Withholding Certificate (W-4)
- Employment Eligibility Verification (I-9, section 1 only; the remainder will be completed on your first day of work)
- Statement of Prior Service, if applicable (SF-144)
- Direct Deposit Sign-Up Form or Waiver Form (SF-1199A)

Additional Paperwork

You may complete these additional documents and fax them to the NAHERC Coordinator before your deployment or bring them with you when you