



FEMA

July 15, 2008

MEMORANDUM FOR: Puerto Rico NPSC Employees

FROM:

*Jan* Kathy Fields  
Chief, NPSC Branch *Kathy Fields*

SUBJECT:

Puerto Rico NPSC Facility Operational Status

On May 16, 2008, operations at the Puerto Rico NPSC were suspended due to the results of a Fire and Life Safety review of the facility by the Headquarters Facilities Management and Services Division. The cost of repairing and/or relocating the facility necessitated a critical review of NPSC business practices. Based on this evaluation, the current plan is to continue making repairs to the facility and to resume operations with a reduced staff sufficient to ensure readiness in the event disaster activity warrants increased staffing levels. This staffing plan is expected to continue through the end of calendar year 2008; a decision on the longer-term future of the PR-NPSC has not yet been made.

The reduced staffing plan will consist of a Readiness Team, comprised of approximately 15 to 20 Human Services Specialists (HSSs) performing Registration Intake, and support staff. The HSSs will be rotated in two-week increments to provide work to as many PR-NPSC HSSs as possible. Support staffing levels and rotations will be addressed individually based on work function. HSSs active as of May 16, 2008 will be eligible to participate in the rotation. The schedule for each rotation is expected to be communicated by July 19, 2008. Maintaining a readiness staffing level will ensure that FEMA is able to increase staffing beyond readiness levels should disaster activity warrant.

Since the temporary closure of the facility on May 16, 2008, active PR-NPSC employees have been carried in a pay status. Some of the active PR-NPSC employees have been deployed to other temporary positions, such as the Midwest floods, and those deployments will continue until release from that assignment. Upon release from that assignment, those employees will be placed in a non-duty, non-pay status. All other PR-NPSC employees who are not otherwise deployed will be placed in a non-duty, non-pay status effective July 19, 2008.

If employees are interested in transferring to one of the other NPSCs, we will make every effort to assist. Relocation expenses will be the responsibility of the employee. You are also encouraged to apply for employment elsewhere, including other FEMA jobs for

which you believe you qualify. Information on FEMA vacancies can be found at [www.fema.gov](http://www.fema.gov).

I can assure you that this decision was not made lightly. It is essential that the NPSC enterprise continuously review operations and make decisions that position the agency to provide the best service possible to disaster victims in the most cost effective way possible.

The Puerto Rico NPSC has made significant contributions in serving the American people throughout the years because of your dedication and support to the disaster victims. Each of you should be proud of the part that you contributed. Thank you for the kindness and patience you have shown to disaster victims and for your commitment to fulfilling the FEMA mission.

We will continue to update you on changes in the status of the Puerto Rico NPSC. Again, thank you for your patience and understanding through this process.