

NEEDS ASSESSMENT SURVEY OF REC OFFICES ----- APPENDIX A

	BOSTON	NEW YORK	BALTIMORE
1. Location	REC and limited field work	REC and limited field work	REC. May travel to Piney Point for fingerprinting.
2. Hours per week	Will take all available. 32 desired	16 Hrs. per week	5 hours per day at least 2 days per week
3. Specific skills desired	General administrative skills	General administrative skills	General admin skills
4. Time sched. desired	All year	Spring and summer only	Prefer assistance on Mondays and Thursdays
5. Parking available?	Yes if member gets CG decal	Yes if member gets CG decal	No
6. Work space	Office setting with desk	Office setting with desk	No
7. Travel reimbursed?	Yes	Yes	Local reimbursement may be available
8. Training available?	OJT Yes	OJT Yes	OJT Yes
9. Commitment	NLT 2 days per week	NLT 2 days per week	2 days per week
10. Additional training?	Yes	Yes	Yes

NEEDS ASSESSMENT SURVEY OF REC OFFICES ----- APPENDIX A

	CHARLESTON	MIAMI	HOUSTON
1. Location	REC only	Sector Key West; Sector San Juan (St. Thomas); Sector Miami (MSD West Palm Beach)	REC
2. Hours per week	0730 to 1130 at least one day per week	24 per week	40 per week
3. Specific skills desired	General admin skills	Fingerprinting, ID verification; and oath administration	General admin skills
4. Time sched. desired	0730 to 1130	At least one day per week per Auxiliarist in each location.	0730 to 1530
5. Parking available?	Yes	UNK	Yes
6. Work space	Office setting	UNK	Office setting
7. Travel reimbursed?	NA	Auxiliarist should be local resident to preclude travel costs.	NA
8. Training available?	OJT Yes	OJT Yes. Also NMC will provide ICE FDE training.	OJT Yes
9. Commitment	See item 2.	See item 4	1 year commitment
10. Additional training?	Yes	See item 8.	Yes

NEEDS ASSESSMENT SURVEY OF REC OFFICES ----- APPENDIX A

	NEW ORLEANS (1)	NEW ORLEANS (2)	TOLEDO
1. Location	Metairie, LA	Storefront location TBD	Various throughout D9
2. Hours per week	As many as possible through August 2006	As many as possible starting in August 2006	
3. Specific skills desired	General Admin skills	General admin skills	General admin skills. FDE, fingerprinting.
4. Time sched. desired	Will work with individual to accommodate availability	flexible	TBD.
5. Parking available?	Yes	Anticipate Yes	TBD
6. Work space	Desks, computers available	Desks, computers available	Office settings
7. Travel reimbursed?	Not to/from REC	For local and TAD travel. Not to/from REC.	TBD
8. Training available?	OJT Yes	OJT Yes	OJT Yes
9. Commitment	Prefer at least 3 ½ days per week	Flexible	Prefer persons who can commit to an extended term
10. Additional training?	Evaluator training available.	Evaluator training available	NMC will provide ICE FDE training

NEEDS ASSESSMENT SURVEY OF REC OFFICES ----- APPENDIX A

	MEMPHIS	ST. LOUIS	LA/LB
1. Location	REC and field work	Same as Memphis	Has contacts with local Auxiliary. No national assistance needed.
2. Hours per week	40 total		
3. Specific skills desired	General admin skills; FDE		
4. Time sched. desired	0800 to 1600 daily		
5. Parking available?	No. Price ranges from 2 to 5 dollars		
6. Work space	Office setting		
7. Travel reimbursed?	TAD yes		
8. Training available?	OJT Yes		
9. Commitment	Would like 5 hours per week from each Auxiliarist		
10. Additional training?	Yes. NMC will provide ICE FDE training		

NEEDS ASSESSMENT SURVEY OF REC OFFICES ----- APPENDIX A

	SAN FRANCISCO	PORTLAND	JUNEAU
1. Location	REC	REC	Not needed
2. Hours per week	20 to 40	4 to 8 hours weekly	
3. Specific skills desired	Legal Instruments Examiner	General admin abilities	
4. Time sched. desired	Flexible with REC's hours	Flexible to accommodate needs of Auxiliarist.	
5. Parking available?	May park on CG Island and take shuttle	Yes	
6. Work space	Office setting	Office setting	
7. Travel reimbursed?	TAD yes	NA	
8. Training available?	OJT Yes	OJT Yes	
9. Commitment	Prefer a consistent schedule	Prefer consistent schedule	
10. Additional training?	Yes	Yes	

NEEDS ASSESSMENT SURVEY OF REC OFFICES ----- APPENDIX A

	SEATTLE	ANCHORAGE	HONOLULU
1. Location	REC and field near home of record	NO RESPONSE	NO RESPONSE
2. Hours per week	As many as possible		
3. Specific skills desired	ID and fingerprinting in remote locations		
4. Time sched. desired	Variable		
5. Parking available?	NA		
6. Work space	TBD		
7. Travel reimbursed?	Yes, if necessary		
8. Training available?	FDE training and examiner PQS		
9. Commitment	Desire long term commitment in view of training		
10. Additional training?	NMC will provide ICE FDE training.		