

INTRODUCTION

We welcome you as a participant in the National Caucus and Center on Black Aging, Inc. (NCBA) United States Environmental Protection Agency (EPA) Senior Environmental Employment Program (SEE). As a SEE enrollee, you bring life experience, knowledge, and diversity to EPA. These attributes are assisting EPA in meeting its goals and mission of safeguarding our health and the environment.

The policies, practices, and procedures of the National Caucus and Center on Black Aging, Inc. (NCBA) Senior Environmental Employment Program (SEE) are outlined in this **Handbook**.

NCBA

NCBA (*National Caucus and Center on Black Aging, Inc.*) is the only national organization dedicated exclusively to improving the quality of life for the elderly minorities and other low-income minorities. Headquartered in Washington, DC, NCBA is a 501 (c) not-for-profit organization.

Today, **NCBA** is devoted to improving the economic status and quality of life for older persons. NCBA functions as an advocacy group on behalf of the elderly at federal, state, and local levels.

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) PROGRAM

The SEE program is authorized by the Environmental Program Assistance Act of 1983 (Public Law 98-313) which allows EPA to "make grants" and to enter into cooperative agreements with private, non-profit organizations designated by the Secretary of Labor under Title V of the Older Americans Act of 1965. These grant/cooperative agreements are to utilize the talents of older Americans in providing technical assistance to Federal, State, and local environmental agencies for projects on pollution prevention, abatement, and control.

This program is designed to meet the needs of EPA and older citizens who wish to contribute their talents to a better environment and receive financial support to supplement their retirement income. Members of the SEE Program are enrolled only to assist and support federal employees, **not supplant** them.

Stevens Amendment:

The EPA Senior Environmental Employment (SEE) Program is supported by a total funding of \$4,862,985 which represents a 100% funding provided by EPA and 0% of funding from non-federal sources.

DEFINITIONS

NCBA:	National Caucus and Center on Black Aging, Inc.
EPA:	Environmental Protection Agency
SEE Program:	Senior Environmental Employment Program
NCBA/SEE Director	Overseer of day-to-day operations of the NCBA/SEE
Management Analyst:	Assistant to the Director and is responsible for recruitment, payroll, enrollments, and coordinating services with the EPA staff
SEE Enrollee:	An individual who is enrolled as a participant in the Senior Environmental Employment Program, and who is assigned to various offices and laboratories to lend technical and support services to EPA staff.
EPA Monitor:	An individual identified by EPA to provide day-to-day direction to the SEE Enrollee

SEE ENROLLEE RESPONSIBILITY

Enrollees are expected to perform their assignments in a safe, professional, and responsible manner at all times. Attire should be appropriate for the assignment. Enrollees are reminded that their paychecks/benefits are provided by public funds.

Enrollees must take responsibility for the prompt and accurate submission of their Time and Attendance Reports as well as any required written activity reports. Requests for reimbursement of authorized travel or supplies must be made and accompanied with proper documentation.

Under no circumstances may an enrollee be assigned duties for more than ten hours per day.

Due to the nature of some assignments (which are based upon approved position descriptions}, enrollees may be requested to:

Have in their possession a valid driver's license (the NCBA office will make a photocopy of the enrollee's driver's license and will place it in the enrollee's file).

Be willing to travel occasionally or frequently,

Be away from home for one or more nights.

Air travel may be required.

Own or have access to a privately-owned vehicle (POV) for use by the enrollee to meet SEE position description requirements that may include local travel. However, all POV local travel requirements for NCBA/SEE Enrollees are limited to 200 miles round-trip.

Maintain motor vehicle liability insurance which covers business use of the vehicle by the SEE enrollee.

NCBA SEE LOCATIONS

- **Florida**

1 Sabine Island Drive Gulf Breeze, FL 32561

- **Georgia**

61 Forsyth Street SW Atlanta, GA 30303

- **North Carolina**

109 T.W Alexander DR, MC-D323-05 Research Triangle Park, NC 27709

- **Ohio**

26 West Martin Luther King Drive, Cincinnati, OH 45268

- **Oklahoma**

USEPA Robert S. Kerr Environmental Research Center

- **Rhode Island**

27 Tarzwell Dr, Narragansett, RI 02882

- **Washington, DC**

730 Jackson Place Northwest, Washington, DC 20503

1200 Pennsylvania Ave NW Washington, DC 20460

1301 Constitution Avenue NW, Washington, DC 20004

NCBA/SEE PROGRAM

The National Caucus and Center on Black Aging, Inc. are responsible for the administration of all aspects of the EPA/SEE Grant Program including personnel and budget management, policy issuance, in-service training, and grant coordination with applicable EPA offices.

NCBA/SEE Staff will:

1. Initiate and administer the recruitment effort from vacancy announcements to enrollment.
2. Pre-screen all available candidates; participate in the interview process and work closely with EPA staff members who are Monitors.
3. Select a minimum of three (3) candidates per position and refer them to EPA for final selection.
4. Enroll candidates and process all formal enrollment documents.
5. Administer disciplinary procedures, establish corrective actions, and, when necessary, carry out a termination in a fair and equitable manner following consultation and written documentation of issues involved with the EPA Monitor.
6. Ensure that adequate orientation and training occurs for each SEE enrollee during the initial phase of their assignment and that the orientation and training are consistent with the tasks the SEE enrollee is assigned.
7. Ensure that adequate enrollee monitoring occurs, paying particular attention to the health and safety issues affecting the SEE enrollee.
8. Assure enrollee safety, by making certain that enrollees are not assigned to unsafe or unsanitary buildings.
9. Make periodic monitoring visits to EPA assignment sites to ensure that conditions and treatment of enrollees are acceptable, and that other provisions of the cooperative agreement are being followed. Monitoring visits may occur as frequently as deemed necessary, but no less than semi-annually.

IMMIGRATION AND NATURALIZATION SERVICE

The Immigration Reform and Control Act of 1986 subjects employers to penalties if they knowingly hire illegal aliens, or if they discriminate against employees or prospective employees because of their “Citizenship Status”.

NCBA/SEE Program requires all SEE enrollees hired after November 6, 1986, to complete the required forms and to provide documents to establish both identity and assignment eligibility.

The following documents are acceptable to the INS as proof of identity and assignment eligibility. (only one is needed):

- United States passport
- Certificate of U.S. Citizenship, INS Form N-560
- Certificate of Naturalization, INS Form N-550
- Unexpired foreign passport which:
 - a) Contains an un-expired stamp that reads, “processed for I-551” or,
 - b) Has a form I-9 attached, bearing the same as the employment authorization stamp. The period of endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations on Form I-94.
- Alien Registration Receipt Card, INS Form I-151; or Resident Alien, INS Form I-551 provided it contains a photo of the bearer. Temporary Resident Card; INS form, 1-688; or Employment Authorization Card, INS Form, I-688A, provided that it contains a photo of the bearer.

Any one of the following documents are acceptable to the INS, at this time, to establish

Employment Eligibility only:

- Original Social Security number card {other than one which specifically states that it does not authorize employment in the U.S.)
- Unexpired re-entry permit, INS Form 571;
- Unexpired Refugee Travel document. INS Form 571;
- Certificate of Birth issued by the State Department. Form FS-545.
- Certificate of Birth Abroad issued by the State Department. Form DS-1350;
- Original or certified copy of a birth certificate issued by a State or recognized subdivision thereof establishing birth in a State.

The following are acceptable documents to establish the identity of the individual only:

State-issued driver's license or identification card containing a photo, or if there is no photo, identifying information such as name, date of birth, sex, height, the color of eyes, and address.

Other documents established by the INS.

Photocopies of the identification and employment authorization documents will be made and attached to the INS verification form.