

TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES

APPLICATION and ASSIGNMENT PROCESS

VOLUME 1

REFERENCE NO. 1-06

1.00 PURPOSE

- 1.01 The purpose of this document is to provide information regarding the application process and assignment process for Texas A&M Task Force.

2.00 OBJECTIVE

- 2.01 Understand the guidelines for how the application process will be handled as well as how the assignment process will occur.

3.00 DEFINITIONS

- 3.01 **Sponsoring Agency:** Texas A&M Engineering Extension Service (TEEX)

4.0 GENERAL GUIDELINES

- 4.01 Applications for membership to TX-TF1 will be accepted from June 1 thru July 31st of each year. Applicants may only apply to a single Task Force and may only submit for only one position application each year.
- 4.02 Position qualifications and any other parameters which may be used to make decisions regarding Task Force eligibility will be clearly stated and posted on the team website. Beginning July 2015, applicants for the Structural Collapse team must meet the response time requirement of residing no more than 3 hours travel time from their residential home address to the Head Quarters of Texas A&M Task Force 1 and Texas Task Force 2. Applicants who do not meet this requirement will not be accepted.
- 4.03 If applications are not received by midnight of July 31, they will be considered incomplete and thus not qualified for consideration.

- 4.04 Once the application period is closed, those applicants not accepted will be notified of such and the deficiencies, if any, that resulted in the disqualification. Applications not accepted will be discarded.
- 4.05 Qualified applications will be reviewed by the interview committee during September of each year. Interviews for qualified applicants will be held between October 1 and January 31 of each year.
- 4.06 The interview committee(s) will be made up of currently rostered Position Specialists, Position Managers, Task Force Leaders, and a representative of the Sponsoring Agency.
- 4.07 Interviews will be held at the respective Task Force Head Quarters and will consist of a question and answer style interview. Questions should assess the candidate's subject matter expertise, experience, enthusiasm, ability to function in a team concept, and ability to interact with others. The same questions with the same scoring criteria, will be given to each applicant and will consist of general and technical questions for the position applied for.
- 4.08 At the end of each interview the scoring sheet will be tallied and the score will be entered into the scoring matrix. At the end of all interviews each applicant will be ranked from highest to lowest score. All candidates will be notified as to the outcome of the interview process and the top ranked candidates may be selected to continue to the last stage of the application process.
- 4.09 The top ranked candidates will be required to complete a medical physical examination provided and paid for by TX-TF at their contracted occupational medical provider in College Station or Dallas, TX. The physical examination results from each qualified candidate will be reviewed by the Task Force Medical Director. Upon clearance of these results and approval from the Program Manager and Task Force Leaders, the accepted candidates will be assigned to the Development Team.
- 4.010 All scoring sheets from interviews will be kept for 1 year from the date of the interview by the Project Coordinator.
- 4.011 Task Force Position vacancies that occur during the year will be filled from the Development Team roster.
- 4.012 The accepted candidate(s) will be responsible for completion and submittal of a Memorandum of Understanding, medical records, certifications, and other records as required.

- 4.013 The accepted candidate(s) will attend New Member Orientation, held annually in College Station to complete required Administrative requirements.
- 4.014 While assigned to the team development roster, the member will be issued all necessary personal protection equipment to allow them to safely train and participate in task force training for general and position specific training. PPE and uniforms will be issued by the Cache Manager and will be entered into the member's records on the task force personnel records system. (Attachment A)
- 4.015 Additional equipment may be issued if the member needs those items for their required position specific training or for training before Orientation and will be entered into the member's records on the task force personnel records system.
- 4.016 Upon completion of all required training, the member will be issued all remaining equipment for deployment according to the most current equipment issue list. All assigned equipment and uniforms will be issued by the Cache Manager and entered into the member's record on the task force personnel records system. (Attachment B)
- 4.017 After the member is considered fully qualified, they may be assigned to one of the three (Red, White or Blue) teams according to vacancy and team needs.

ATTACHMENT A

New Member Orientation Gear Issue

Event	Team	What is issued
Structural New Member Orientation	Texas 1	Ball Cap, 2 BDU Pants, 2 Long Sleeve Shirts, 2 Short Sleeve Shirts, Helmet, Gloves, Eye protection, Ear protection, sunscreen, bug protection, N-95 mask
Structural New Member Orientation	Texas 1 Canine	Ball Cap, 4 BDU Pants, 4 Long Sleeve Shirts, 2 Short Sleeve Shirts, Helmet, Gloves, Eye protection, Ear protection, sunscreen, bug protection, N-95 mask
Structural New Member Orientation	Texas 2	Ball Cap, 2 BDU Pants, 2 Long Sleeve Shirts, Helmet, Eye protection, Ear protection
Structural New Member Orientation	Region 3	Ball Cap, 2 Long Sleeve Shirts, 2 Short Sleeve Shirts
Water New Member Orientation	Texas 1	Ball Cap, 4 Long Sleeve Shirts, 2 Short Sleeve Shirts, 4 BDU Shorts

ATTACHMENT B

Remainder Gear Issue

Event	Team	What is issued
Structural	Texas 1	4 BDU Pants, 4 Long Sleeve Shirts, 2 Short Sleeve Shirts, Full Face Mask and adaptor, Half Face Mask, , 40mm adaptor Cartridges, Black rolling Bag, Backpack, 4 BDU blouses, Cold/Rain Weather pants. Cold/Rain Weather Parka, Cold/Rain Weather Thermal Bottom, Cold/Rain Weather Thermal Top, Cold Weather Gloves, Red Bag, Name Tags, Sleeping Bag
Structural	Texas 1 Canine	2 BDU Pants, 2 Long Sleeve Shirts, 2 Short Sleeve Shirts, Full Face Mask and adaptor, Half Face Mask, 40mm adaptor Cartridges, Black rolling Bag, 4 BDU blouses, Cold/Rain Weather pants. Cold/Rain Weather Parka, Cold/Rain Weather Thermal Bottom, Cold/Rain Weather Thermal Top, Cold Weather Gloves, Red Bag, Name Tags, Sleeping Bag, Canine Backpack
Structural	Texas 2	5 BDU Pants, 5 Long Sleeve Shirts, Full Face Mask and adaptor, Half Face Mask and adaptor, Black rolling Bag, Backpack, 2 BDU blouses, Cold/Rain Weather pants. Cold/Rain Weather Parka, Cold Weather Gloves, Name Tags, Sleeping Bag upon request