

# **TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES**

## **TASK FORCE MENTORSHIP PROGRAM**

### **VOLUME 1**

#### **REFERENCE NO. 1-21**

#### **1.00 PURPOSE**

- 1.01 The purpose of this standard is to establish the guidelines for the mentorship program for Texas A&M Task Force 1 (TX-TF1).

#### **2.00 OBJECTIVE**

- 2.01 Continuity of operations and succession planning is fundamental to an effective and successful organization. Attrition of Task Force Managers and Leaders can negatively impact the leadership infrastructure and ability to provide knowledgeable guidance during operations.
- 2.02 Attrition of team Managers and Leaders is inevitable. Factors that affect attrition may include retirement, department promotions, reassignments, family considerations, health issues, etc.
- 2.03 To mitigate this risk, the Mentorship program will identify and expose members of the Task Force to training and leadership opportunities that will make them more experienced candidates when they apply for leadership roles.
- 2.04 The Mentorship Program creates a process to enhance programs, foster personnel, retain experience, and promote the retainment of skilled and motivated members while providing a pool of experienced and skilled members to apply for promotion as leadership vacancies occur.

#### **3.00 DEFINITIONS**

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

## 4.00 GENERAL GUIDELINES

- 4.01 The purpose of this SOG is to create a standardized method of evaluating Task Force personnel with a potential for filling future leadership positions and provide them hands on experience. For the purpose of this SOG, there are two types of mentorship programs, Task Force Managers and Task Force Leaders.
- 4.02 The process:
- i. Evaluates the current organization and predicts future vacancies in leadership.
  - ii. Defines available mentor and training opportunities
  - iii. Determines scope of mentorship program
  - iv. Evaluates personnel that apply to the Mentorship Program
  - v. Selects qualified personnel for Mentorship Program
  - vi. Engages those selected personnel in defined mentor and training opportunities
- 4.03 Each discipline needs to be proactive in evaluating the current leadership of their discipline and prepare members to serve as future managers/leaders. Establishing an effective succession plan will ensure that the loss of institutional knowledge is minimized and will provide for a smooth transition when Manager/Leaders vacancies are realized.
- 4.04 To make the Mentorship Program as effective as possible, those selected into the program will be provided with sufficient opportunities to work closely with current leaders and subject matter experts. Opportunities to provide future leaders with training and mentorship include:
- i. Regional trainings
  - ii. Skill sets, across multiple disciplines
  - iii. Position specific trainings
  - iv. Mobilization Exercises
  - v. Operational Readiness Exercises
  - vi. Managers meetings
  - vii. Operational ride-ups
- 4.05 Proper identification and inclusion in training will ensure that Mentorship candidates will be provided the adequate training and experience required to prepare them as potential future leadership of the Task Force.
- 4.06 The TX-TF1 Program Office will solicit applications for the Mentorship program from current Task Force members during the application period of July 1 – September 1 each year.

4.07 In order for Members to be considered into the Manager Mentorship Program, the applicants will submit an application, resume and a short essay as to why they would like to be considered for the program. For the Manager Mentorship Program, the Manager Mentorship Evaluation Form has been created for ranking team personnel on a standardized matrix and scoring system. This form, based on the *FEMA ICS-225 Incident Personnel Performance Rating Form* has been edited to fit the needs of this program. The form provides a standard framework for managers to objectively evaluate applicants, quantify their observations, and rank applicant in a manner that will stand up to the scrutiny of their team, Task Force Leadership, and ultimately Human Resources, if required.

The Manager Mentorship Evaluation form has 5 rating categories:

1. General Evaluation
2. Mission/Deployment Experience (emphasis on past 5 years)
3. Training Experience (emphasis on past 5 years)
4. Position specific Knowledge, Skills and Abilities (KSAs)
5. Leadership Experience

4.08 In order to evaluate for the Task Force Leaders Program, the applicants will submit a resume and an essay as to why they would like to be considered for the program. The applicants will then be interviewed in a timely fashion. Additionally, the Task Force Leaders will look at the following requirements.

1. Required items:
  - a. Minimum of 5 years as a manager with the Task Force in a major discipline (Rescue, Search, Logistics, HazMat, Medical, Safety and Plans)
2. Related experience in their background. Examples include:
  - a. Command experience on multiple incidents
  - b. Held an emergency management position
  - c. Supervisory position in Special Operations
  - d. Supervised and commanded a large number of people or multiple teams
  - e. Other relevant experience
3. Other experience to be considered:
  - a. Involvement in teaching at Regional trainings or skill sets
  - b. Participated as an O/C in OREs

4.09 Once the mentorship applicants, both Manager and Leader, submit their paperwork, the TX-TF1 Program Office will send out the documents to the position managers and TFLs. Managers will be given a time frame to review, score, and submit their completed Mentorship Program Evaluation Forms back to the Program Office. Leaders will be asked to submit the names of those they would like to interview for the program based on the requirements.

- 4.010 The TX-TF1 Program Office will maintain a spreadsheet with the score data for each applicant for the Manager program. The applicants scores will be averaged and then ranked highest to lowest. The TX-TF1 Program Office will provide the tabulated data to Managers.
- 4.011 The current Mangers will evaluate the data and form a consensus on the results. Based on the results of the needs assessment for future Managers, a suitable number of applicants will be selected to participate in the Mentorship Program. The current Leaders will conduct interviews and select the suitable number of applicants to participate. The TX-TF1 Program Office will provide notification to the applicants as to their status in the program
- 4.012 A formal training plan will be created and implemented by current Managers/Leaders. Task Force personnel in the Mentor Program will be provided hands on opportunities to plan and lead training. Accepted candidates in the program will participate for 2 years.
- 4.013 The application, interviewing, and selection of Task Force Squad Officers, Managers, and Leaders will continue to follow the Task Force Standard Operating Guideline (SOG) *Ref 1-06 Application and Assignment Process* and any other applicable Task Force SOG or TEEEX Standard Operation Procedures (SOPs).
- 4.014 Acceptance into the mentorship program does not replace the Task Force promotion application, interviewing, and selection process, nor guarantee or imply promotion into task force leadership roles. The mentorship program is exclusively intended to provide members with additional opportunities to learn & grow into more experienced members.