

TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES

CHAIN OF COMMAND

VOLUME NO. 1

REFERENCE NO. 1-03

1.00 PURPOSE

1.01 To identify the Task Force chain of command to include responsibilities, direction, communications, and solving work-related problems.

2.00 OBJECTIVES

2.01 The Task Force chain of command provides direction in the assignment of duties.

2.02 All members of the Task Force chain of command know their specific duties.

3.00 DEFINITIONS

3.01 Acting: Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank.

3.02 Agency Chief: The TEEEX administrative official responsible for the overall operations of the Task Force.

3.03 Chain of Command: The unbroken line of authority extending from the Agency Chief through a single subordinate at each level of command down to the level of execution.

3.04 Classified Positions: All positions and their classifications and job descriptions on the Task Force.

3.05 Code of Conduct: Document governing the ethical and professional behavior of Task Force personnel.

3.06 Conflict Resolution: The process of ending a disagreement between two or more people in a constructive fashion for all parties involved. Issues concerning workplace sexual harassment will be brought directly to the Task Force Leader.

3.07 Commanding Officer: An officer assigned to exercise command and control over a unit or group of personnel.

- 3.08 Detail: Members of the Team grouped together for the accomplishment of a specific mission.
- 3.09 Director: The administrative official of the task force.
- 3.10 Dismissal: The act of terminating the service of a member.
- 3.11 HazMat Team Manager: Is responsible for managing the HazMat function of the Task Force and supervising the HazMat and WMD Specialists. The HazMat Team Manager reports directly to the Task Force Leader.
- 3.12 Insubordination: The deliberate refusal, act or omission of any member to obey any lawful order given by any superior officer shall be deemed insubordination.
- 3.13 Logistics Team Manager: Is responsible for managing the Logistics function of the Task Force and supervising the Logistics Specialist, Communication Specialists, Support Specialists and other personnel as assigned. The Logistics Team Manager reports directly to the Task Force Leader.
- 3.14 Medical Team Manager: Is responsible for managing the medical function and wellness of the Task Force and supervising the Medical Specialists. The Medical Team Manager reports directly to the Task Force Leader.
- 3.15 Member in good standing: A Task Force member who satisfies all position description requirements and attendance policies.
- 3.16 Neglect of Duty: Failure to give proper attention to the performance of duty by act or omission.
- 3.17 Oath of Office: The oath sworn to by each member at the time of appointment to the team.
- 3.18 Order: An instruction or directive, written or oral, issued by a superior officer to a subordinate or group of subordinates in the course of duty.
- 3.19 Planning Team Manager: Is responsible for coordinating and planning the operational functions of the Task Force and supervising the Technical Information Specialists and Structural Specialists. The Planning Team Manager reports directly to the Task Force Leader.
- 3.20 Program Manager: The TEEEX member responsible for the day-to-day management/operations of the Task Force.

- 3.21 Relieved of Duty: Action taken in denying a member the privilege of performing their duties in consequence of dereliction of duty, breach of discipline, misconduct, violation of guidelines, or the FEMA code of conduct.
- 3.22 Rescue Squad Officer: Is responsible for managing and supervising one or more of the rescue squads of the Task Force. The Rescue Squad Officer reports directly to the Rescue Team Manager.
- 3.23 Rescue Team Manager: Is responsible for managing the rescue function of the Task Force and supervising the Rescue Squad Officers. The Rescue Team Manager reports directly to the Task Force Leader.
- 3.24 Resignation: A member voluntarily terminating service with the team.
- 3.25 Safety Officer: Is responsible for the overall safety of the team members, promulgation of safety guidelines and regulations and enforcement of safe procedures. The Safety Officer reports directly to the Task Force Leader.
- 3.26 Search Team Manager: Is responsible for managing the search function of the Task Force and supervising Technical Search Specialists and Canine Search Specialists. The Search Team Manager reports directly to the Task Force Leader.
- 3.27 Specialist: The fundamental members of the Task Force not including the Task Force Leaders, Managers and Officers.
- 3.28 Task Force Leader: Is responsible for managing and supervising all activities of the Task Force. The Task Force Leader reports to the Task Force Program Manager, and the appropriate local jurisdiction responsible authority or incident commander when assigned to a mission location.

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