



# Virginia Task Force 2

3.01 Membership

February 2016

## Urban Search and Rescue

Administrative Manual

### **Membership**

#### **ISSUE STATEMENT**

To provide a set of guidelines and procedures to facilitate team membership. This directive will not supplant the authority or ability of the Advisory Group to fill any sensitive positions if the need should arise.

#### **REQUIRED ACTIONS**

- The membership process for VA-TF 2 will be in descending ordinal phases. Applicants will not advance to subsequent phases until the previous phase has been validated by the required signatures found on the applicants five phase membership flow chart.
- The membership recruitment process will begin January of each year. VA-TF2 will utilize VA-TF2's Web site for recruitment of new members. Resumes and applications will not be taken prior to this date unless directed to do so by the Program Manager and the Advisory Group

##### **Phase I**

- A list of open positions will be established at the Advisory Group meeting in January of each year.
- The open positions list along with the resume package will be distributed to each participating agency representative and subgroup leader at the January participating agency representative's meeting.
- Participating agency representatives will be responsible for distributing established vacancies in their agency.
- The task force training coordinator will be responsible for distributing the open positions list for the sponsoring agency.

##### **Phase II**

- Resume packages will be delivered to the task force training coordinator by the second Monday in February. The applicants resume must contain supporting documentation to show they meet general task force member requirements.
- The training coordinator will verify all resumes meet general membership requirements.



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#### Phase III

- All resume packages will be forwarded to the respective sub group leaders by March 1.
- Cover sheets (HR 3.01a Application Cover Page) will be attached to the resume package indicating that the package has been reviewed and approved by the training coordinator.
- Subgroup leaders are not required to interview all prospective candidates; however, they are required to provide an explanation of this decision in writing to be included in the applicants resume package.
- Subgroup leaders must interview applicants and return all resume packages with their recommendations for team membership to the task force training coordinator by April 1.
- Selected candidates will be notified in writing of their membership to the team by the Task Force Program Manager.

#### Phase IV

- All selected candidates will attend a task force orientation meeting during the first week in May where they will receive their official FEMA Application Package. **FEMA/VATF2 applications will not be filled out by any prospective member prior to attending task force orientation.**
- After selected candidates have completed task force orientation and have successfully completed their official FEMA Application Package they will be considered Virginia Task Force 2 Members and placed in a non-deployable status.
- **Training Gear** will be issued to each non-deployable member to be used during task force training and events.
- Non-deployable members may attend all team and component training and are covered by Federal Workers Compensation Act during FEMA Sanctioned Training Events as described by FEMA Program Directive 2004-001.

#### Phase V

- Non-deployable Members will have until January 1 of the following year to complete all FEMA/VATF 2 Position Requirements. The only exception to this rule is if the member's position requires specific certifications (i.e. structural collapse school) and the team was unable to provide the member an opportunity to attend.
- Once all general requirements are met, members will participate in mask fit testing and annual maintenance in January of the year following their application.
- Once all annual maintenance is complete, non-deployable members will receive full membership status and receive **their full complement of VATF 2 US&R Gear/Equipment.**